MUSICK'S MANUAL

—OF—

GRAHAM PHONOGRAPHY.

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MUSICK'S MANUAL

—— OF ——

GRAHAM PHONOGRAPHY

Especially Adapted for Use in School Work, with a View to Private Study and Lessons by Mail.

—— BY ——

W. L. MUSICK.

1905.
W. L. Musick Publishing Co.,
St. Louis, Mo.

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PREFACE.

This is not a new system, nor are there any changes made in the outlines in any way. The new features are "The Vowel Scheme" and the method of practice by dictation from the start. We believe that the best way to train anyone to do anything is to "show him how" and then "put him at it." In order to accomplish this we have had simply to bring in and teach some of the principles of the system sooner in the course, in order to write certain words which constantly recur in speaking and writing. In this way we are able to commence writing business letters after the first lesson, and from that time on the words and principles learned are fixed in the mind and made familiar, as it were, to the hand by using them at once in writing business letters.

This plan of work is not only encouraging to the pupil, but is the common sense, practical, pedagogic method. The matter and shorthand plates following it in each lesson, used for the pupil to study from, the teacher to dictate, and also to be used for practice in reading, must make the work of the pupil thorough. The arrangement will save much time for both teacher and pupil.

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To Teacher and Pupil.

The purpose of the arrangement of the shorthand plates following the matter, and not placing the printed word and the shorthand outline together, is that the shorthand outlines may be used as a reading lesson the same as the child uses the school reader, as well as to study and learn the words and phrases by practice with the pencil. The practice work should be done first, then the reading, and then more practice. The shorthand should be learned so that it can be read without referring to the key to it. It should also be written from dictation. If it be dictated over and over again, so much the better. It is not, however, advisable to remain with one lesson too long, for, if the pupil or class has Lesson V for instance, for the regular work, the 1st, 2d, 3d, or 4th lesson may be dictated for a review, and to keep these fresh in the mind which will naturally make lesson 5, 6, 7, etc., easier. If this be done judiciously, and the pupil faithfully follows the plan of practice and reading suggested, shorthand will not be so difficult and the road will not seem so rugged and dry. It will make the work easier for both teacher and pupil, and save time for both.

The Universal Dictation Course, in this system, made up of actual business letters and other matter selected from twenty-six different lines of business, beginning with easy letters and gradually bringing in more difficult work, should follow the work in this book. The two books make a complete course, and comprise a vocabulary of words that will not only cover the vocabulary of business correspondence, but contains a very large vocabulary of Court and General Reporting.

The pupil may begin the work in the Universal Dictation Course after the ninth lesson. This depends, of course, upon the plan the instructor may have in mind. It can be begun sooner.

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GRAHAM PHONOGRAPHY.

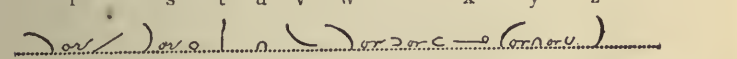
LESSON I.

First Part.

Alphabet.

a b c d e f g h i j k l m n o p q

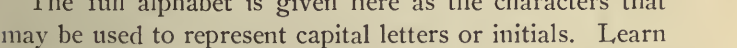
r s t u v w x y z



The full alphabet is given here as the characters that may be used to represent capital letters or initials. Learn the alphabet, and then practice each of the following groups until they can be written readily.

The circle *s* is used for *c* when it is an initial letter. In spelling words in shorthand, *s* is used for *c* when *c* has the soft sound, but when *c* has the hard sound *k* is used for *c*. Longhand is used usually for vowel initials, instead of the shorthand character.

Straight Strokes.

Letter	p	b	t	d	ch	j	k	g	r	h
Sign										
Name	pee	bee	tee	dee	chay	jay	kay	gay	ray	hay
As in	*pay*	*club*	*bat*	*bad*	*rich*	*Joe*	*king*	*go*	*rate*	*hate*

The above are all made downward except *r* and *h*, which are always made upward. The upward strokes are easily distinguished as they are more slanting.

Practice each group of the alphabet until the name of each letter is familiar and the strokes can be written readily.

Curved Strokes.

Letter	f	v	th	dh	s	z	sh	zh
Sign								
Name	ef	vee	ith	the	ess	zee	ish	zhe
As in	fan	vine	think	thy	sap	zeal	shell	azure

Letter	l	m	n	ng	r	w	y	{mp / mb
Sign								
Name	el	em	en	ing	ar	way	yay	{emp / emb
As in	leap	may	note	long	far	wave	yet	camp

The curved strokes are all made downward and from left to right except *"l,"* which is usually made upward, but may be made downward when it makes a better joining.

Special Signs.

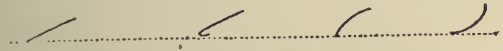
s (iss)	ss (ces, ses, sez)	h	w	y

The small circle is always *s,* named *iss,* and the larger circle is *ss.* The short, downward tick is used for *h* when

more convenient than the stroke. The brief sign for *w* is often used instead of the stroke, and it may be turned to the right or left. It is joined to *l, m, n, r,* without an angle. The circle is joined on the inside of curves, and on the upper or right-hand side (involuté motion) of straight strokes.

Upward Strokes.

r (ray) h l (lay) sh (shay)



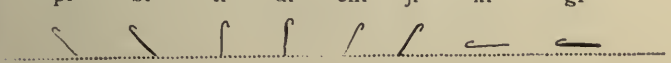
The straight *r* (ray) and *h* (hay) are always made upward. The sign for *l* may be made upward or downward. When made upward it is called *lay,* and when made downward it is called *el.* The sign for *sh* may be made upward or downward. When made upward it is called *shay,* and when made downward it is called *ish.* The stroke for *l* is usually made up, and *sh* is usually made down.

The small hook on the left of downward straight strokes, and under side of horizontal straight strokes, at the beginning, is *r.* At the end it is *n.*

pr br tr dr chr jr kr gr

The small hook on the right of downward straight strokes, and upper side of horizontal straight strokes, at the beginning, is *l.*

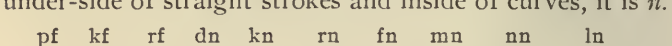
pl bl tl dl chl jl kl gl



The Hooks.

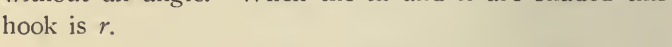
A small hook at the end on the righthand or upper-side of straight strokes is *f* or *v*. On the lefthand or under-side of straight strokes and inside of curves, it is *n*.

pf kf rf dn kn rn fn mn nn ln



The special sign for *w* may be joined to *l, r* (ray), *n, m,* without an angle. When the m and n are shaded this hook is *r*.

w-l w-m m-r w-n n-r w-r



Joining Consonant Strokes.

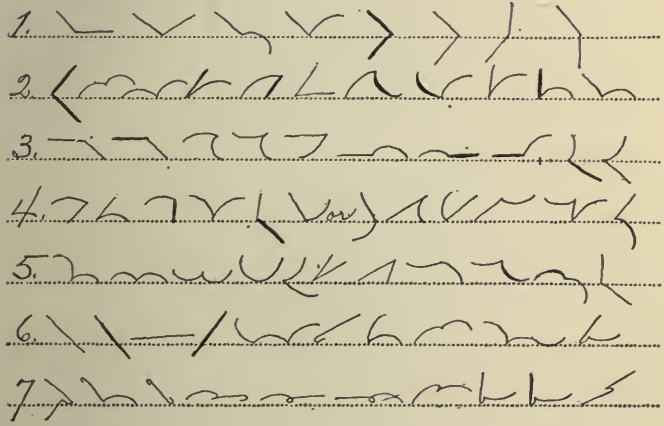
Practice joining the consonant strokes. Think the name of each stroke and then make it, but think first. Practice reading and writing them. They may be written from dictation. The dictator naming the strokes as in reading and the writer making the strokes and joining them as they are heard.

The only way to become familiar with the consonant strokes is by practice. They will finally become as familiar as figures or longhand letters.

1. p-k, b-k, p-ray, p-ar, p-l, b-j, p-ch, t-ch, p-t.
2. j-b, l-m, m-l, j-l, l-j, ch-k, l-v, v-l, t-l, d-m, p-m.
3. k-p, g-p, m-th, n-th, k-sh, k-m, m-g, g-l, s-b, sh-p.
4. m-ch, ch-m, m-d, ar-l, t-b, p-sh, ray-th, th-ray, ray-n, n-t-l, ch-ar.
5. ar-m, m-m, n-n, f-sh, sh-f, ch-ray, ray-t, n-ar, n-v, mp-ar, t-p.

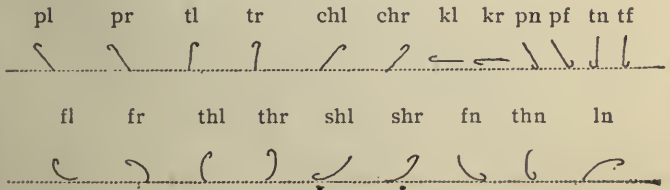
6. p-p, b-b, k-k, j-j, f-m-l, hay-ray, el-m, lay-m, ar-m-n, ch-f-n.

7. pn-ch, pr-m, prf, mn-kn, ms-k, k-sm, ln-m, tf-n, df-n, ray-f-ray.



Comparative.

A small hook at the beginning of curves is "l." When *cf, ve, ith,* are reversed, this hook is "r."



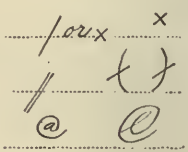
Punctuation Marks, and Figures.

The period, paragraph, parenthesis, and interrogation, are the only marks necessary to indicate in shorthand notes.

Period, interrogation,

Paragraph, parenthesis,

Applause, laughter,



The figure 1 is liable to conflict with the sign for *it*, and the figure 6 is liable to conflict with *this* or *these*, if they occur singly. Better write the word. For the other figures it is optional with the writer whether to make the figures or write the words.

For amounts containing dollars and cents, write the dollars on the *e* position and cents on the *a* position without any other marks. If the amount is dollars only, write *d* underneath the number on *o* position.

Book, chapter and page may be expressed by numbers, writing the numbers of the book on the *a* position, chapter on the *e* position, and page on the *o* position.

In the same way express *degrees, minutes, seconds; hours, minutes, seconds; pounds, shillings, pence.*

LESSON I.

SECOND PART.

The Vowel Scheme.

The vowels heard in pronouncing words are represented by the position of the word with reference to the line of writing, known as the 1st position, 2d position, 3d position, or as 1st place, 2d place, 3d place.

They are also represented by a system of dots and dashes. The light dots and dashes represent the short sounds, and the heavy dots and dashes represent the long sounds.

The diphthongs are represented by special signs as shown in the illustration following, or by the position as is also shown hereinafter. The ī, oi, oy, sounds are written in the first position, and the ū, ou, ow, sounds are written in the third position.

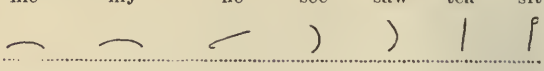
Note.—The sentences at the right will help to remember 1st and 2d positions.

1st position,	ī	ē	ĭ	au	ŏ	*I eat it all.*
2nd position,	ā	ō	ĕ	ŭ		*Jane Jones get up.*
3rd position,	ă	o͞o	ū			

The first position is one-half the length of a stroke above the line of writing. The second position is on the line of writing. The third position is through the line for vertical and slanting strokes, and one-half the length of a stroke below the line for horizontal strokes.

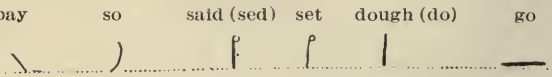
1st position

me my he see saw tea sit



2d position

pay so said (sed) set dough (do) go

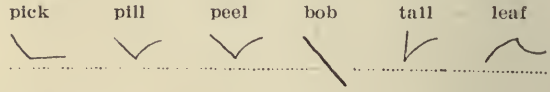


3d position

sat pack cap nack cook cool stool

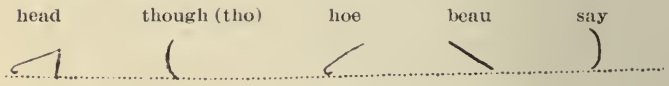
1st position

pick pill peel bob tall leaf



2d position

head though (tho) hoe beau say

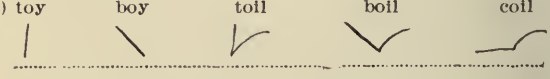


3d position

patch pull back nook cab

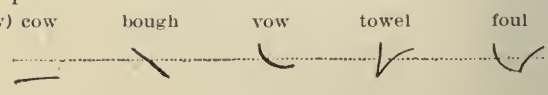
1st position

(oi) toy boy toil boil coil



3d position

(ou ow) cow bough vow towel foul



These vowel sounds are also indicated by dots and dashes placed at different positions on the stroke. The dot or dash is placed at the beginning, middle, or end of the stroke for the 1st, 2d or 3d position, and represents the vowels in the same way as the foregoing words indicate what vowel by the different positions with reference to the line.

In actual, practical work the dots and dashes are omitted only when needed for a strange word or proper name, and the vowel is indicated by the position with reference to the line of writing as first shown.

VOWEL POSITIONS

(BY DOTS AND DASHES.)

With Reference to the Stem Stroke.

First Position.

E (ē) as in tea - - -

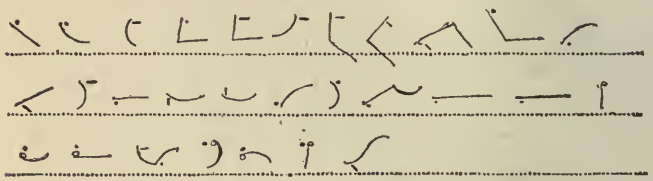
au or aw (a̤) " saw or taw - -

I (ı) " tick - - -

O (ō) " top - - -

Note.—If the dot or dash be placed after the stroke it follows it in spelling the word. If the dot or dash be placed before the stroke it is read before the stroke.

Pea, fee, thaw, tick, talk, pshaw, top, chop, hop, peak, lea, raw, saw, key, gnaw, awn, eel, sea, ring, kick, gig, sit. seen, sick, folly, seize, seem, seat, shawl.



Second Position.

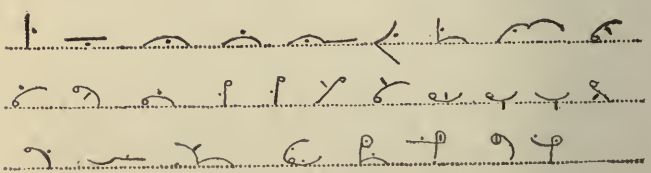
A (ā) as in Jane - or tā

O (ō) " Jones - - or toe

E (ĕ) " get - - or tĕ

U (ŭ) " up - - or tŭ

Day, gay, may, aim, make, shape, tame, lame, slow, sale, sore, same, seize, set, said, such, sole, sown, snow, know, soap, sway, neck, roam, lessen, system, exhaust, saucer, insist.



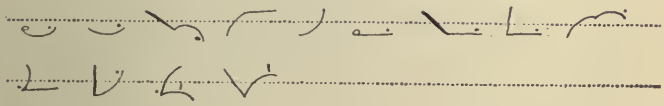
Third Position.

A (ă) as in tack - or at

Oo (u̇) " shoe - - or too

U (u) " pull - or tu

Sang, ann, bar, pull, rook, look, ash, sack, back, tack, lamb, ask, dash, alum.



Note.—When the third place vowel comes between two strokes, write it before the second stroke.

The sounds represented by the position of the dots and dashes with reference to the strokes are the same as the sounds represented by the position of the word with reference to the line of writing.

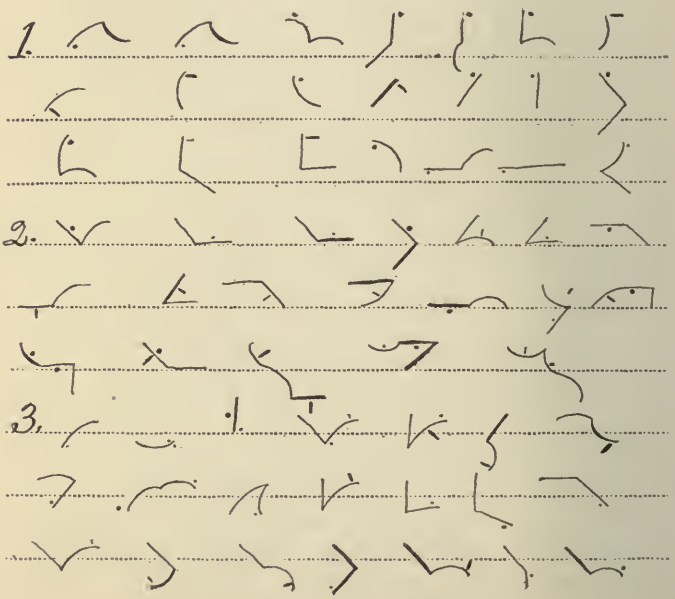
In second place vowels between strokes, place the heavy dot or dash after the first stroke, and the light dot or dash before the second stroke.

Reading and Writing Exercises.

1. Leave, live, ream, teach, teeth, team, saw, law, thaw, fee, jaw, each, eat, peach, theme, top, talk, ear, kill, kick, ship.

2. Pail, peck, peg, page, chum, check, cape, coal, joke, cup, gush, game, fetch, locate, vacate, opaque, forego, engage, unfair.

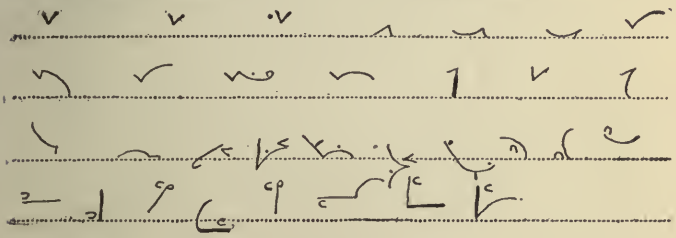
3. Alley, Anna, Adah, pulley, tallow, juicy, move, match, lamb, lath, tool, tack, tap, cap, pull, push, poor, badge, boom, patty, balm.



Diphthong Positions and Word-Signs.

The signs for I, oi, ou or ow, are used as word-signs and also to vocalize words.

Ay or aye, I or eye, high, how, now, new, highly, higher, I will, highness, I am, I do, I should, I think, if I, may I, hugh, duel, poem, fuel, piano, yore, youth, yawn, walk, wood, switch, thwack, sweet, quill, twig, dwell.



Diphthong Positions.

I as in tie - - or ice

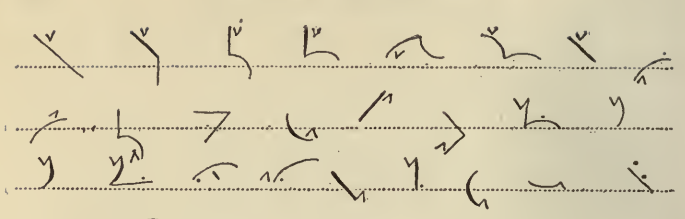
Oi " toy - - or oil

Ou or Ow (ow) " vow - - or owl

Note.—The position of the diphthong sign and the way it is turned.

Reading and Writing Exercises.

Pipe, bite, tire, dime, life, rhyme, buy, alloy, owl, tower, couch, vow, joy, pouch, item, ice, eyes, Isaac, Leo, oily, bow, Ida, thou, now, payee, like, lime, house, mouse, towel,



The position of the vowel sign on the stroke is 1st place, 2d place, or 3d place. These correspond identically with the 1st place, 2d place, or 3d place, with reference to the line of writing, so that, if the vowel sign be omitted, the position of the outline indicates the vowel in the word. The foregoing illustrations show the position of the different strokes in the different positions, as the vowel is indicated both by the position of writing and the position of the vowel sign.

When there are two or more vowels in a word, the accented vowel determines the position. If the accented vowel is a first place vowel it is written in the *1st position*; if a second-place vowel, in the *2d position;* if a third-place vowel, in the *3d position.*

Note.—Refer to and practice the work under "The Vowel Scheme" frequently, or until it becomes familiar. The more thoroughly it is learned the more readily can the position of a word be determined. Finally the position will occur to you almost without thinking. The words used to illustrate the use of the vowel signs, in actual work, would be written as they are and in the position in which they are placed, but with the vowel sign omitted. The positions represent the same vowel sounds that these vowel signs represent.

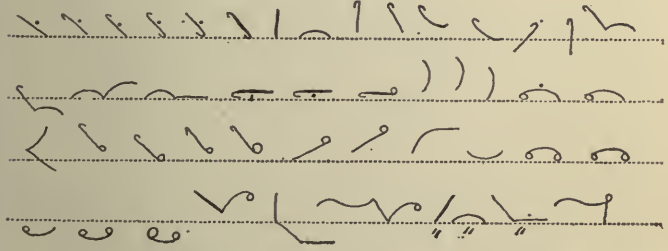
LESSON I.

THIRD PART.

Write the following words on the proper positions to spell the word, omitting the vowel signs. If extra practice in the use of the vowel signs is desired, the words may be written again and each word vocalized.

Reading and Writing Exercise.

Pay, pray, play, plain, pain, brain, day, may, try, ply, fly, flow, chair, true, prime, plum, mail, make, grow, gray, grace, see, saw, so, same, some, ship, please, place, price, prices, raise, rise, like, know, seems, same as, soon, soon as, as soon as, bills, Topeka, Minneapolis, J. M. Peck, Minnesota.



It is a great saving to the reporter to omit the vowels and designate the vowels by the position in which the word is written.

Having the ability to read your notes without the vowel signs you are released from the drudgery and loss

of the time it takes to put in all the vowels. Remember that "To save time is to lengthen life."

Note.—The position of some words is changed to avoid confusion with other words of similar outline. "Any," *en*, is written on the 1st position so as not to conflict with "no." "Him" is written on the line so as not to conflict with "me." And so on for some other words where it seems best.

Word Signs and Phrases.

Many words occur very frequently, so that it is both safe and expedient to represent them by simple strokes or signs which soon become as familiar as figures, and are really an aid to reading as well as speed, as soon as they are thoroughly fixed in the mind.

The small circle at the end of a character, in phrasing, is *is, his, as, has,* or *us.*

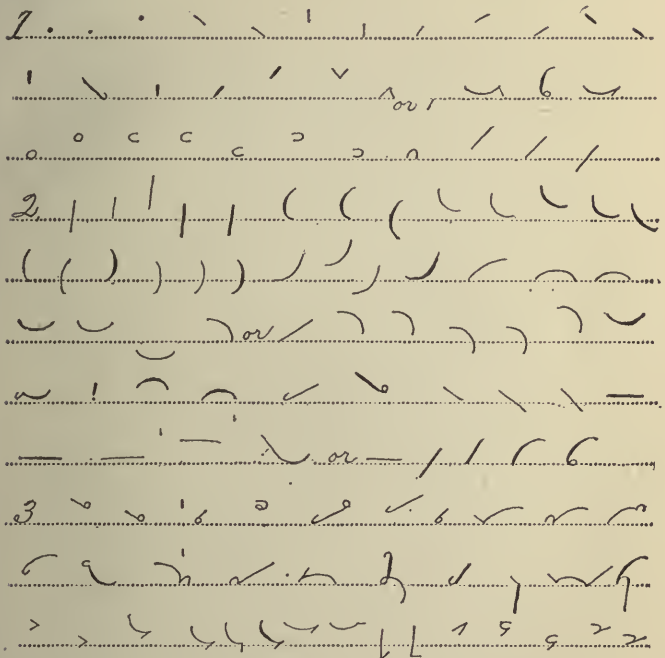
Note.—A good way to learn these word-signs and phrases is to take one group at a time. Practice writing it several times, then read it over and over, forward and backword. After each group is learned in this way so that the following shorthand plate can be read without hesitation, then write them from dictation.

1. A-an-and, the, of, to, or, but, he, on, should, all, two-too, already, before, owe, who-whom, ought, I-eye, how, now, this, new, as-has, is-his, we, with, were, what, would-wood, you, each, which, much.

2. At, it, time, had, advertise-d-ment, they, them, if, for, ever, have, however, think, thank-ed, was, us, use, use (uze), shall, wish, issue, usual-ly, will, him, am, in, any, own, are, here, hear, our, hour, her, thing, or, long, young, owing, important-ce, improve-d-ment, where, business, up, hope, party, go, together, come, common, company, large, advantage, your, yours.

3. Of us, to us, he is, what is, where is, we are, he has, he will, you will, will you, we will, we have, are you, you are, he may, dear sir, gentlemen, to-day, to-morrow, yours

truly, of the, to the, if the, for the, for a, have the, in the, in a, at the, at a, on the, with the, were the, what the, would then.

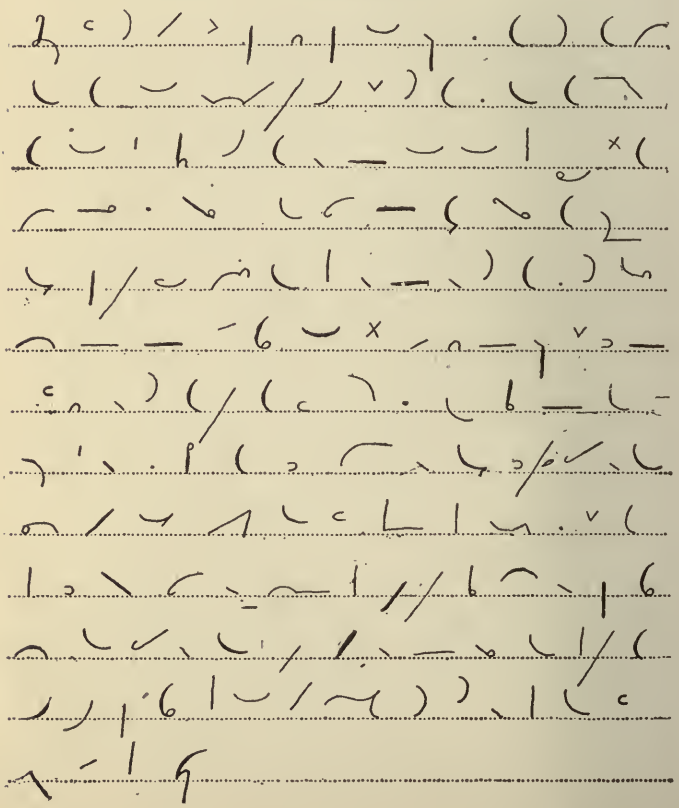


Dear Sir:

We saw each of the advertisements you had in to-day and they say they will have them in to-morrow. Shall I see them and have them keep them in or do you wish them to go in any time soon? They will give us the business if we will give them the price they ask for the advertisement. When will you have time to go to see them and see if you may come together on this thing? Should you come to-day, I would go with you to see them.

They were here a few days ago for an hour or two and said they would like to have the wood. We are to have some advantage in the rate if we take it now, and I think it would be well to make it large. It is important to advertise this improvement if we are to have much advantage to come to us for it. They usually issue at this time in each month, so see to it, for we should be on time.

Yours truly,



LESSON II.

Circles and Loops.

1. The small *iss* circle is joined on the upper or right-hand side of straight strokes and inside of curves at the beginning or end, and represents *s* or *z* sounds.

2. The large *ss* circle for *ses, ces, sez,* etc., is joined in the same way.

3. A loop instead of the circle, extending one-half the length of the consonant stroke is *st, sd, zd.* It is joined in the same manner as the circles. This loop must not be used when a vowel sound comes between the *s* and *t,* etc.

4. The loop enlarged is *str, sdr,* etc. It is called the *ster* loop. It is usually at the end of an outline, seldom used between strokes, and never at the beginning.

5. Another sound of *s* following the large circle or the loop is expressed by a small circle following on the other side of the consonant stroke.

6. Between straight strokes the circles are joined on the outside of the angle. When there is no angle, the circle is written in the regular way. Between a straight stroke and a curved stroke the circle is written on the in-

side of the curve. Between two curves the circle is written in the most convenient way. Usually on the inside of the first curve.

7. Two strokes like *b-b, t-d, d-t, p-p, k-k, r-r, h-r,* are joined without raising the pen. A tick in the direction of *ch,* made up or down, is "the."

Reading and Writing Exercise.

Practice reading the notes in the shorthand plates of this lesson until they can be read without referring. This will fix the outlines in the mind so that the speed in reading and writing will be increased, and the writing will be more accurate. For extra practice the exercises may be written with and without the vowel signs.

1. Space, case, sick, soar, sir, sight, source, cross, grease, safes, reverse, freeze, breeze, please.

2. Prices, losses, this is, faces, resources, possessed, it is as, it is his.

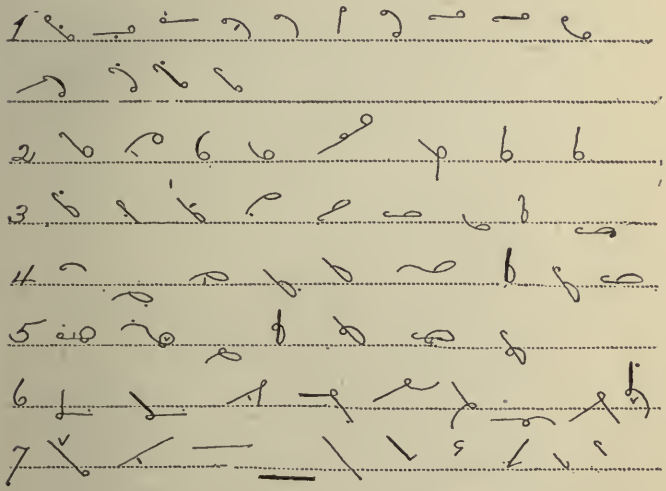
3. Pleased, step, post, list, host, closed, fast, traced, classed.

4. Mister (Mr.), Master, muster, pastor, poster, minister, duster, plaster, cluster.

5. Successes, emphasizes, masters, dusters, posters, clusters, blasts.

6. Task, bask, rust, gasp, reason, puzzle, chasm, rasp, desire.

7. Pipes, roar, kick, gag, pop, by the, with the, which the, to have, of all.



Word Signs and Phrases.

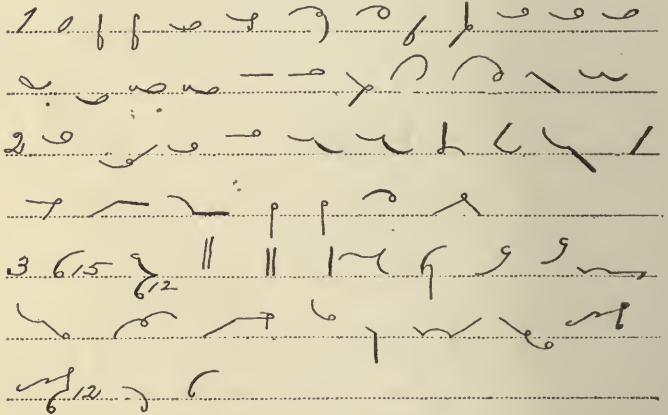
1. First, at first, at least, next, instant-ce (inst.), Mrs. Misses, largest, disadvantage, influence, influences, influenced, stenograph-er-y, longest, youngster, youngest, common, commonest, postage, also, always, object-ed, anything.

2. United States, answer, hence, because, never, November, December, January, February, change-d, ex-

change-d, regular, irregular, satisfy-ed. satisfactory, impossible-y-ility, respectfully.

Note.—The words "of," "to," "of the," "to the," "from to," etc., may be expressed by proximity, that is. by writing two outlines very near to each other.

3. Yours of the 15th, we have yours of the 12th, from time to time, from day to day, day of the month, yours truly, we shall, we wish, to make the, if possible, will sell, request-ed, office, to-day, to-morrow, post-office, we are in receipt of, we are in receipt of yours of the 12th, our own, your own.



Note.—"At least" should be on the 1st position.

1.

Mr. J. M. Johnson,
Minneapolis, Minn.

Dear Sir:

We have yours of the 12th inst., and we shall try to make the sale for you, and if possible will sell for cash.

We usually have to give some time on such deals as these, but in this instance we think we may receive the cash. It is our purpose to do so. If we ever have a case like this, we are at some disadvantage. However, we will use our influence and do our best for you.

We hope to hear from time to time what you think of these things, and have you suggest what we should do.

Yours truly,

2.

Mr. F. P. Miller,
Salem, Mass.

Dear Sir:

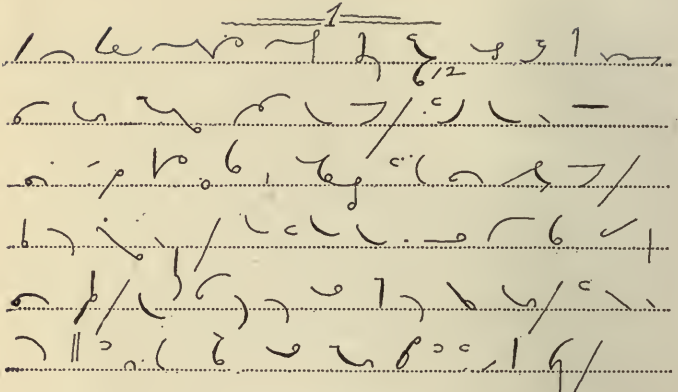
We have yours of the 10th inst., in which you request us to wire you to-day and also the mill. We will do so. We desire to ask you if you think it is necessary to have the posters here at this office? They will use what they have to-day. We have seen them and they say they will give us the business.

In yours of the 6th, you ask when we will ship the coal which we were to ship to-day. We shall ship as soon as possible. We will take advantage of any rates to help you.

We hope to hear from time to time as to any change in prices during November, December, January, and February. They are usually irregular for those months and it is impossible for us to keep up with them.

Yours truly,

1



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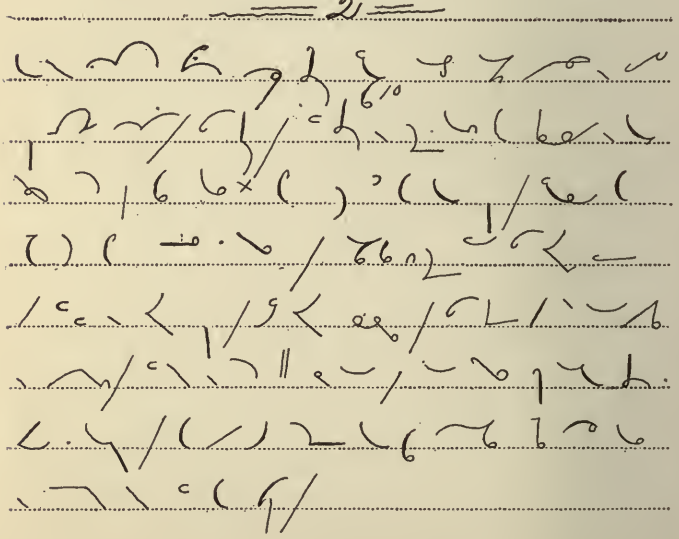


Suggestions.

The Author has found it to be an excellent plan to take the pupil or class through to Lesson X, and then go back to the first lesson and go over it all again, having the pupils work each lesson out as though they had never seen it before, requiring all the shorthand plates to be read, from the book, until they can be read rapidly and accurately. At the same time, the matter in each lesson is dictated to the class. Repetition is the secret of progress and perfection, so this matter should be read and written over and over, no matter how familiar it becomes.

While going over the work in this way the second time, the work in the Universal Dictation Course is taken up, beginning with the "Wood and Coal Business" and carried along. The pupils can prepare on ten letters at a time in the Universal Dictation Course in connection with the work on the lesson in this book.

The Universal Dictation Course is made up of actual business letters and other matter selected from twenty-six different lines of business, beginning with easy letters and gradually bringing in more difficult work. It is intended to follow the work in this book. Both make a complete course and cover the business man's vocabulary, and a very large part of Court Reporting. Thoroughness and speed will follow as a result of this plan.

Note.—For list of common words and phrases, and the names of the days, months, states, and cities, refer to Lesson XII.

Note that the number of lines mentioned at the end of each rule or paragraph refers to the groups of words under "Reading and Writing Exercise," and also to the groups of shorthand outlines in the shorthand plate which follows.

Practice the words and phrases illustrating the rules mentioned, and then use the shorthand plate for a reading lesson. The test is to read it readily without referring.

LESSON III.

The Ticks.

A tick in the direction of *ch* is used instead of the stroke *h* when more convenient. It is used before *k, g, s, z, l, ar, m, mp, w.* It is used between strokes when it makes a good joining. It is written on the *e* position for *he.* It is usually written downward. *Lines* 1-2.

A tick in the direction of *k* or *t* at the beginning or end of a stroke is *a, an, and.* This tick may be used at the beginning of a stroke for *a, an,* or *and. Lines* 3-4-5.

A tick at the beginning or end of an outline, in the direction of *ch* or *ray,* made up or down, is *the.* Between strokes it may be written in the direction of *ch, ray,* or *p. Line* 5.

"*I*" is joined at the beginning of a phrase, or between strokes in phrasing, by writing either part of the sign. The downward part in the direction of *p* before upward strokes or horizontals, and the upward part before downward strokes. *Line* 8.

The *h* tick for *he* may be struck upward at the beginning before *b, t, d,* or any stroke with which it will not make a good joining when written downward. It is written regardless of position, in phrasing.

The brief *w* and *y* signs are often joined to other words and are used in phrasing. *Line* 9.

The "the" tick detached at the end is *ing the.* A dot at the end of a stroke is *ing,* and made heavy is *ings, Line* 10.

Reading and Writing Exercise.

1-2. Horse, hem, whistle, whist, whey, wheeze, awhile, whence, whine, whim.

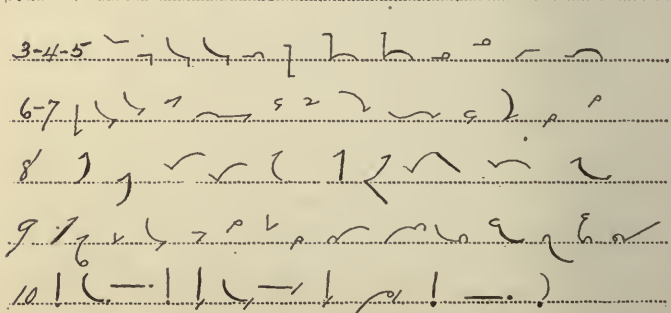
3-4-5. Of a, and a, for a, have a, and you, and at a, and it may, and it may be, and as, and is, should a, and may be.

6-7. At the, for the, if the, on the, make the, with the, what the, hear the, name the, were the, was the, as the, is the.

8. I was, he was, I will, he will, I think, I do, I shall be, I will be, I am, I have.

9. Hedge, he thinks, but he, for he, and he, is he, or he, as he, you will, will you, for you, we have, you have, we think you, as you are.

10. Doing, having, giving, taking, doing the, having the, giving the, losing the, making the, doings, goings, sayings.

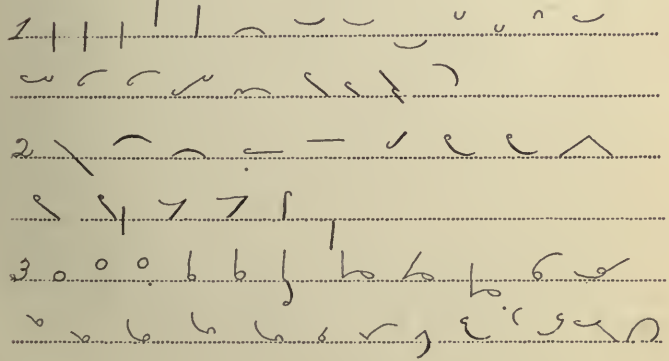


Word Signs and Phrases.

1. Had, advertise-d-ment, out, dollars, do, am, in, any, own, year, yet, beyond, when, when you, we will, while, where you, you may, able, able to, be able to, why.

2. Public, important-ce, improve-d-ment, difficult-y, kingdom, gentlemen, several, Savior, represent-ed, subject-ed, knowledge, acknowledge, deliver-ed, to do.

3. As has, is as, is his, it is, it is as, it was his, it must, which must, at most, yes sir, no sir, of us, to us, for us, if you, for you, he is, he will, he was, we have, with it, we wish, in reply, will say.



1.

Messrs. Cable & Lacy,
Plattsburg, Mo.

Gentlemen:

We have yours of the 14th inst., and in reply will say we are out of the soft coal. We are able to ship the lump coal and will ship same to-day. We should like to deliver several cars this month, but may have some difficulty in shipping what you wish next week. We are making the best price possible. The rate to you will be the same as you have had, and as is advertised by us.

We know the importance of our shipping you the coal each week during the year, and with our new improvements we shall be able to be on time.

Trusting this will be satisfactory, and hoping to see you from time to time, we are,

Yours truly,

2.

Mr. J. K. Thomas,
Kalamazoo, Mich.

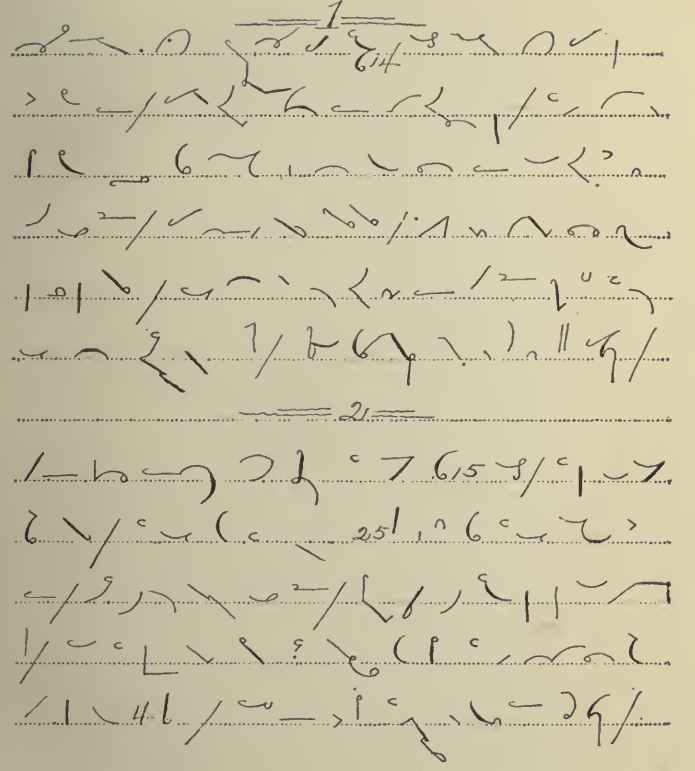
Dear Sir:

We acknowledge yours of the 15th inst. We had no knowledge of this before. We knew they were to pay $25, but beyond this we knew nothing of the difficulty.

We shall issue our paper next week. It will be the largest issue we have had at any regular time. When we took up the subject with the post-office, they said we should mail some of them each day for four days.

When you come to the city, we should be pleased to have you call and see us.

Yours truly,



LESSON IV.

Shortening Principle.

1. A stroke made half-length adds *t* or *d*.

2. A short *t* detached is *ted* or *ded*.

3. Hooked strokes are made half-length to add *t* or *d*.

4. The halved strokes *l, m, n, ar,* when made heavy add *d,* and when light add *t*.

5. The word signs for *we, with, were, what, would, and you,* are enlarged to add another word of the same group. The *f* or *v* hook may be made inside for *have* or *of*. *See group* 5.

Reading and Writing Exercise.

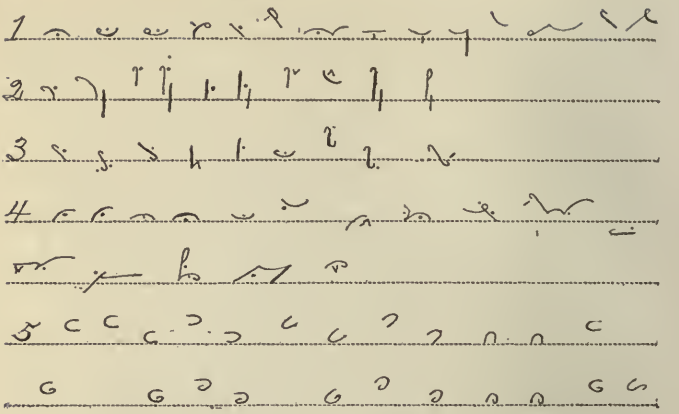
1. Made, send, sent, sold, paid, stopped, mailed, quote, note, noted, feet, certain, billed, received.

2. Freight, freighted, treat, treated, date, dated, tried, void, dreaded, stated.

3. Plate, plant, bent, doubt, debt, went, drift, draft, proved.

4. Late, laid, met, made, net, need, loud, estimate, anticipate, promptly, glad, kindly, article, statement, arrange-d-ment, mind.

5. We were, with what, were we, what we, would we, with you, were you, what you, would you, you were, you would, we would, we were of or we were to have, were we to have or were we of, what we have or what would have, would we have, were you ever, what you have, would you have, you were to have, you would have, we would have, we were not.



Word Signs and Phrases.

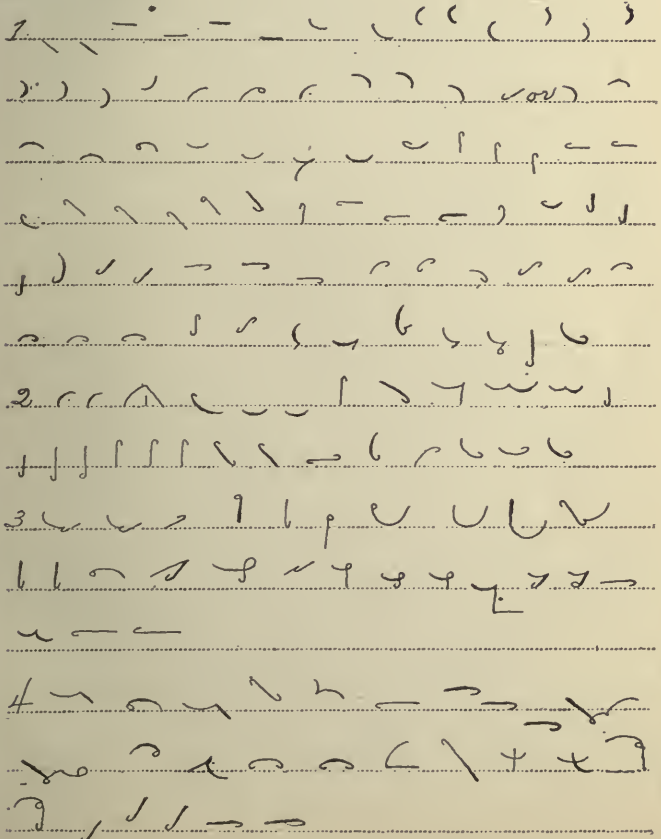
1. Put, about, quite, could, God, good, if it, after, thought, that, without, astonish-ed-ment, establish-ed-ment, is it, as it, has it, used, wished, let, let us, world, Lord, read, heard, word, might, immediately, made, somewhat, not, nature, natural-ly, under, want, till it, told, until it, called, equaled, valued, particular-ly, opportunity, part, spirit, behind, toward, accordingly, cared, great, throughout, in order, did not, do not, had not, was not, gentlemen, gentleman, kind, cannot, account, will not, we will not, are not, we are not, were not, mind, may not, am not, we may not, it will not, which will not, without the, under the, within the, after the, after he is, had been, have been.

2. Held, hold, help, valued, hand, owned, until, been, into, anything, intend, attend, at one, at hand, at once, tell, till, it will, belief, believe-d, careful-ly, within, alone, often, opinion, even.

3. Forward, afterward, hereafter, consider-ed-ably, whatever, satisfy-ed-actory, sufficient, efficient, deficient, proficient, differ-ed-ence, defer-red, similar, original-ly, inconsistent, onward, interest, understand, understood,

undertake, intelligent-ly, intelligence, question, individual, correct-ed, collect-ed.

4. Anybody, somebody, nobody, privilege-d, wisdom, character-istic, begin, began, begun, absolutely, absolutely necessary, impossibil-y-ity, heretofore, woman, more than, electric-ity, probable-y-ility, notwithstanding, nevertheless, mistake, mistaken, imagine, religion, general-ly, again, against.



1.

Mr. J. H. Williams,
St. Paul, Minn.

Dear Sir:

Yours of the 25th received and noted. After delaying our answer somewhat to ascertain the facts, we have to say that while we usually have a large stock of such goods on hand, we have a small supply now. It is not easy at this time of the year to get these goods. We have, however, received some recently. It is impossible for us to ship all the goods at once, but we can send some now and some in a few days.

We desire to establish a good business in your territory and feel that you can help us. We have no doubt but that you could sell lots of goods for us, and we shall feel indebted to you, if you would look after our interest, and we are certain nobody would do better by you.

Let us know soon what you think about it.

Yours truly,

2.

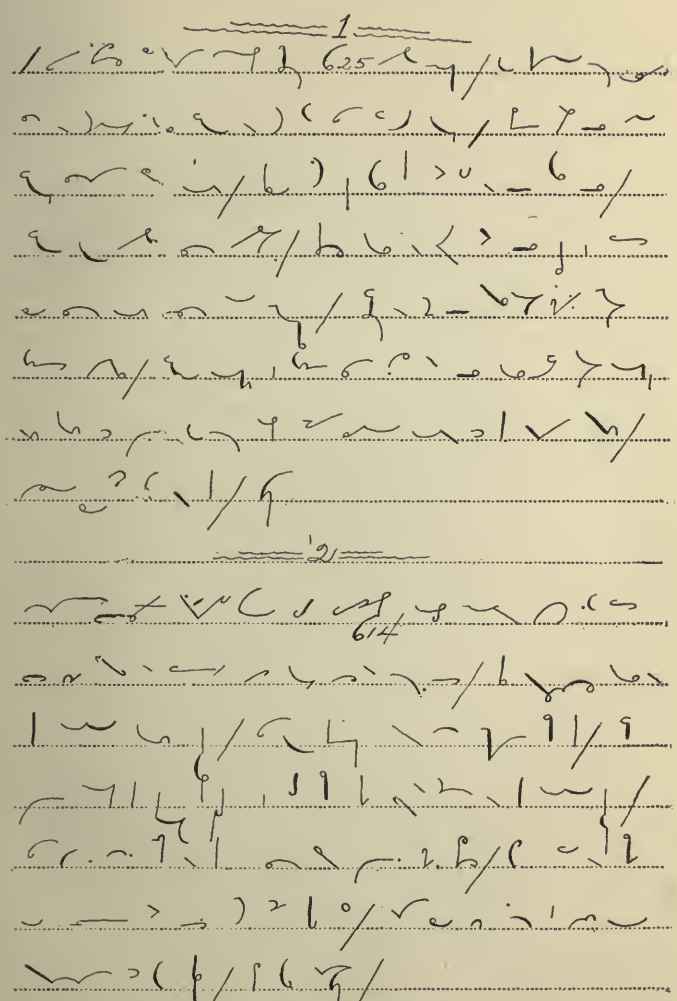
Milligan Grocer Co.,
Peoria, Ill.

Gentlemen:

We are in receipt of yours of the 14th inst., and in reply will say that we cannot grant you the privilege of collecting the rent for the amount of our account. It is absolutely impossible for us to do anything for you at this time. We will, however, take it up immediately and duly consider it. We did look into it at length at one time, but did not consider it the part of wisdom to do anything at that time.

We will hold a meeting and try to take some step looking toward the settlement. They will want to consider the nature and character of the account, and see what the difference is. I will send you word or let you know by mail what they decide. Until then, I am,

Yours truly,



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3.

Mr. S. L. Masterson,
Omaha, Neb.

Dear Sir:

Your letter of the 12th inst., received and we have read what you have to say about the account, to the gentlemen who represent the Missouri Glass Manufacturing Co., and have sent word to Mr. Jones to meet us here to-morrow. They talk intelligently about the question, but say it is absolutely necessary to check the books. Accordingly I have given them sufficient time for that, and the privilege of looking at the original papers. It will take considerable time to do this, but think it the best way as it absolutely impossible to know we are correct until this is done. They will probably finish this week, and I will tell them that payment may be deferred until Wednesday.

Trusting this will be satisfactory, I am,

Yours truly,

4.

Mr. J. D. Dalton,
St. Louis, Mo.

Dear Sir:

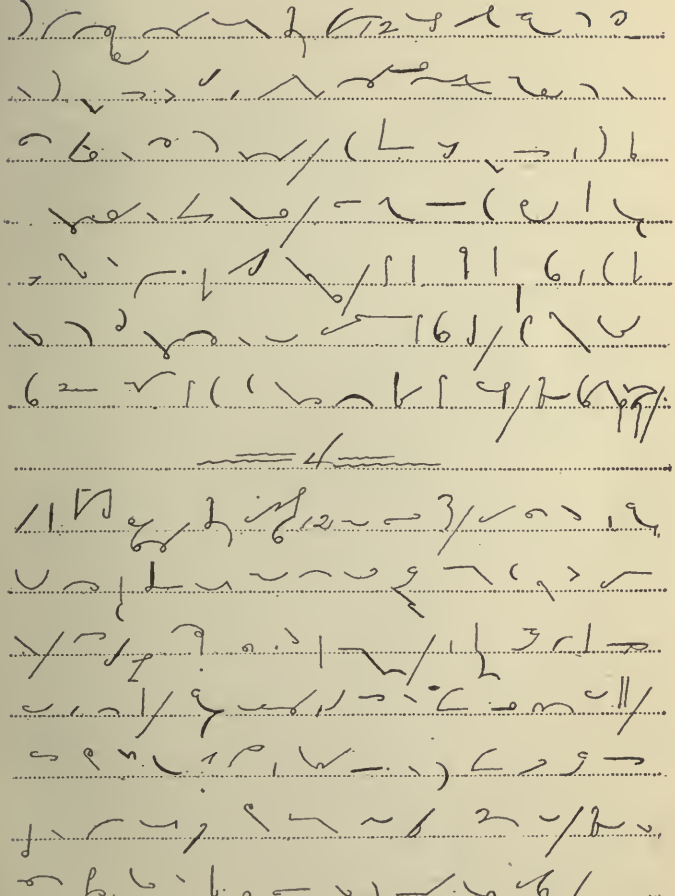
We are in receipt of yours of the 12th and note carefully what you say. We are somewhat behind, but we have an efficient man at that desk now and in my opinion we shall be able to kep that part of the work up. I cannot imagine how such a mistake as you point out could be made, but it was made and we shall hold it against the one who made it.

We have your inclosure showing the kind of electric goods you may want from time to time. We cannot supply all you have on the list, but if you are going to use electricity hereafter, we shall begin at once to lay in a larger supply, and keep on hand just what you may need.

Trusting to have a similar statement often of whatever you care to have us carry for you, we are,

Yours truly,

— 3 —



Suggestion.

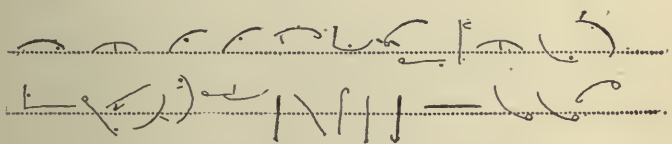
The lengthening principle is very useful in writing, as are some expedients presented in the following lesson. Reading and writing over and over again is the royal road to speed and accuracy. Think as you practice so that every outline may have a meaning as well as appearance, and then take a pride in being able to read accurately and rapidly. Do not, however, expect to accomplish this in one huge effort. Have patience.

LESSON V.

Lengthening Principle.

1. Any of the consonant strokes except *emp, emb, ing* are made double their usual length to add *ter, der, ther.* If *iss* be written at the end it is read last.

Matter, mutter, later, letter, modern, tender, slaughter, scatter, twitter, mother, father, water, take their, spatter, writer, shutter, Easter, squander, had there, up there, until they are, to their, had there been, go there, if there is, for there is, while there is.

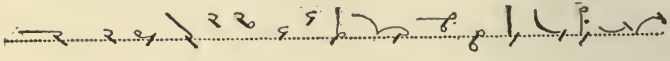


2. The strokes *emp, emb* are made double length to add *er,* for *amper, emper, imper, omper, umper* and *amber, ember, imber, omber, umber.* The *ing* or *ng* stroke is lengthened to add *ker, ger,* in such words as *longer, younger, sinker.*

Linger, thinker, tinker, jumper, timber, lumber, hunger, canker, temper, sinker, younger.

3. When *ter, der, ther,* cannot be expressed by lengthening, they are indicated by a heavy connected dash in the direction of *b* or *j.* When this dash is detached it is *ing there* or *ing their,* or *ingly.*

Can there, would there, sent there, been there, what their, what there is, were there, with their, it is their, remain there, because there is, as there is, doing there, having their, staying there, knowingly, willingly.



4. The sign for "be" is written through the line for "to be," and any common word such as *to-day, to do, to make,* may be expressed by writing the second word close under the line. This is sometimes called the 4th position. The 3d position for horizontals is one-half the length of "t" below the line.

To be, to-day, to do, to make, to pay, to put.

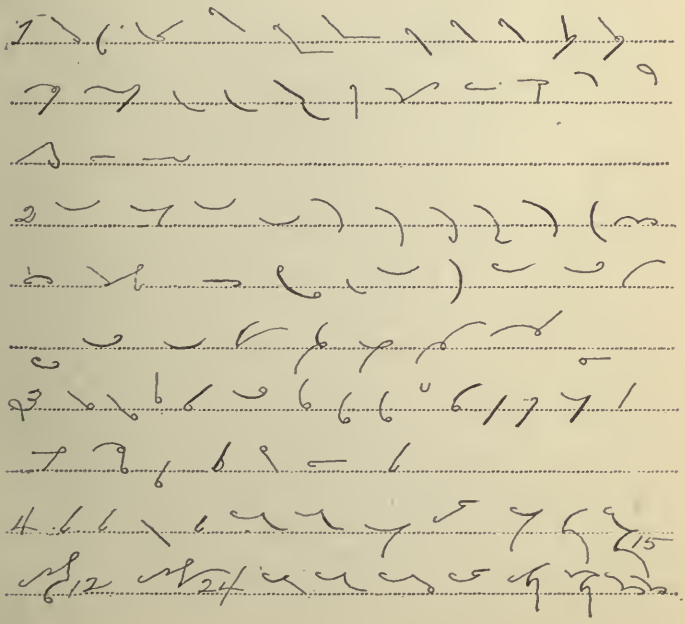
Word Signs and Phrases.

1. Upon, than, phonography, principal-le-ly, practice-al-ly, peculiar-ly-ty, number, member, remember, danger, passenger, messenger, manager, half, halve, above, truth, return, quality, quantity, ordinary-ily, extraordinary, representative, creature, acquaint-ed-ance.

2. Entire, entirely, neither, another, order, rather, rather than, rather not, whether, the other, moment, more than, upon receipt of (the), began, several others, future, in their, was there, when there, in their own, let there, sooner than, longer than, longer, your letter, this letter, next letter, last letter, my dear sir, secure.

3. Hopes, parties, times, advantages, things, thinks, thanks, thousands, years, yours, large, larger, enlarge, changes, exchanges, mistakes, charges, adjusted, specially, correspondence, whichever.

4. Which have, which of, to be, who have, whenever, never, another letter, we regret, in your letter, in our letter, your order, we have your order, we have your letter of the 15th, we are in receipt (of) yours of the 12th, we are in receipt (of your) letter of the 24th, in reply (to), in reference (to), in response (to), in regard (to), we are yours truly, I am yours truly, we remain, remittance.



1.

Mr. M. L. Johnson,
St. Louis, Mo.
Dear Sir:

Yours of the 10th inst. is received and we must say that while we may not be able to ship you the goods as soon as we should, we shall not delay a moment more than we can help. We must have two or three days time, but you can depend upon it that we will ship as soon as possible. We would not like for you to cancel this order for we have the quantity and the quality, and know that we can please you. We will crowd the matter, and as soon as the car can be loaded we will send it to you.

We hope this will be satisfactory and that we may often have the opportunity to fill your frequent orders.

Yours truly,

2.

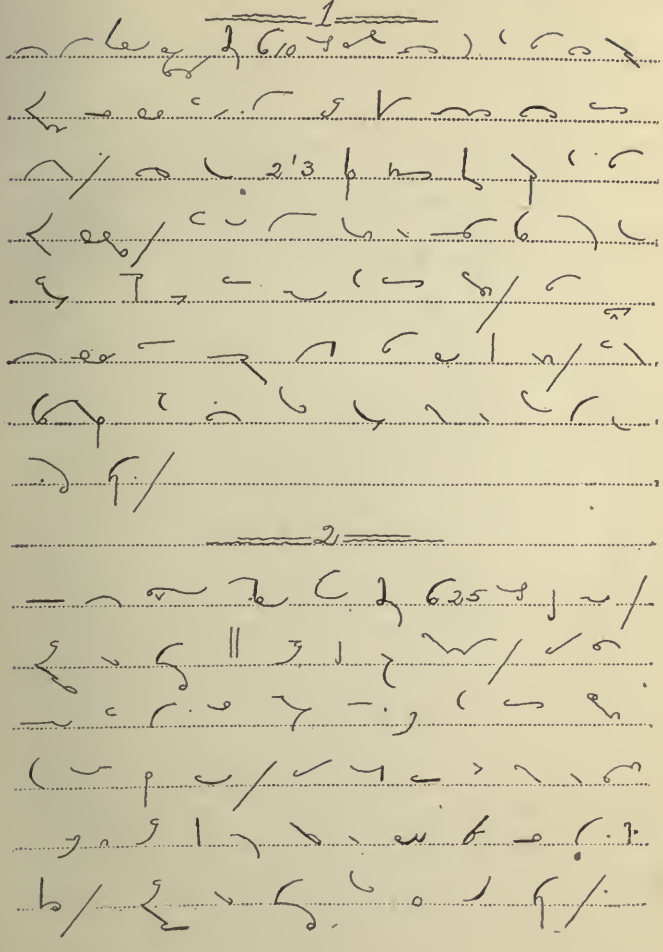
Mr. G. M. Simon,
Madison, Ill.
Dear Sir:

Yours of the 25th inst. at hand and noted. We shall be pleased to have your orders from time to time, and we shall attend to them promptly. We are somewhat acquainted with your needs and feel quite sure that we can supply them in a satisfactory manner.

We are indeed glad of the opportunity to sell you, and assure you we shall do our best to send you just the goods your trade demands.

We shall be glad to have your orders often, as usual.

Yours truly,



3.

M. L. Nicholson & Co.,
St. Louis, Mo.

Gentlemen:

We are in receipt of your letter of the 25th inst., and note what you say about the last shipment we made you. The charges are no doubt excessive and we will take the matter up with the railroad company and see what we can do to get them to refund part of it.

Upon looking up the papers, I find a number of such cases within the past few months. It is my opinion that they will be easily adjusted. In this particular instance, they were simply mistaken as to the rate that had been agreed upon. The party who rendered the expense-bill was evidently not acquainted with the arrangement we have. You will remember that we had to ask them to correct a bill for this same reason before. They are generally quite correct and, ordinarily, have been perfectly willing to make adjustment.

Thanking you and hoping to have your future orders, we are Yours truly,

4.

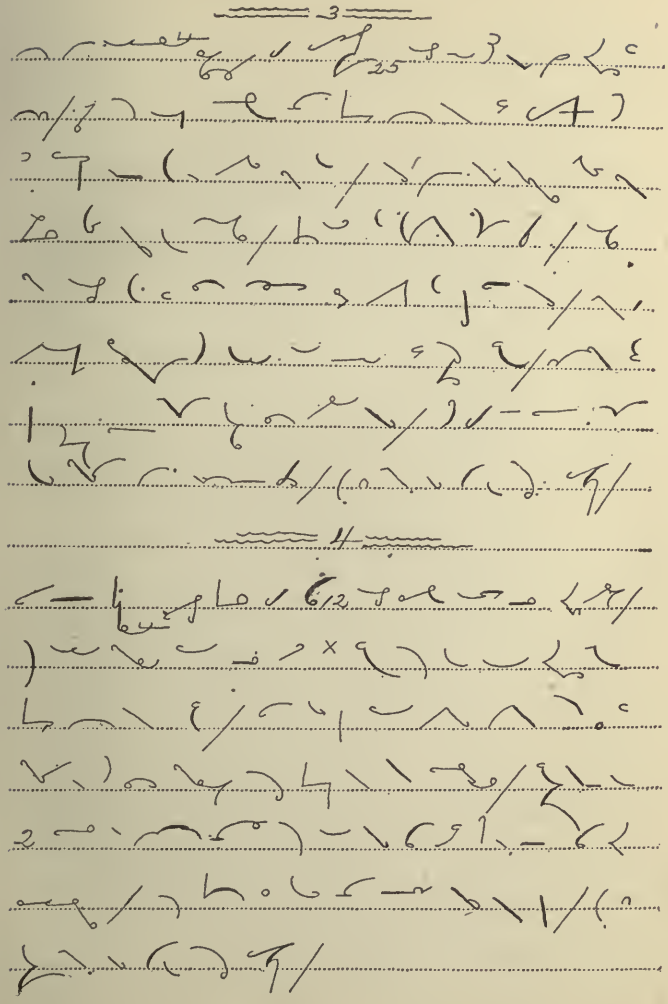
H. G. Davidson & Co.,
Houston, Texas.

Gentlemen:

Yours of the 12th inst. is received in regard to the goods shipped you recently. Was there any one present when their goods arrived? We have their order for another shipment, and have taken the matter up with them. We will find out when their representative will be here, as we prefer to see some one personally rather than take it up by correspondence.

We have your order booked for 2 cars of lumber, and, while there is an order in before yours, we shall try to get yours shipped as quickly as possible. Our timber is fine and we will give you the best to be had.

Thanking you for your letter and hoping to have your future orders, we are, Yours truly,



5.

H. M. Sponenberger, Esq.,
Cedar Rapids, Ia.

Dear Sir:

Your letter of the 10th inst. at hand and noted. We have your order and while we may not be able to ship as soon as we should like, we shall not delay a moment more than is necessary.

Upon receipt of the order we began to load it. One car is practically loaded now, and the entire order and several others will be ready for shipment to-morrow. Had there been enough cars, neither of the other orders would have been delayed. They are doing their best, and we shall willingly get other help when necessary.

Trusting this will make the matter satisfactory and hoping to have the opportunity to fill your future orders, we are, Yours truly,

6.

Mr. J. K. Majors,
Bluffton, Ind.

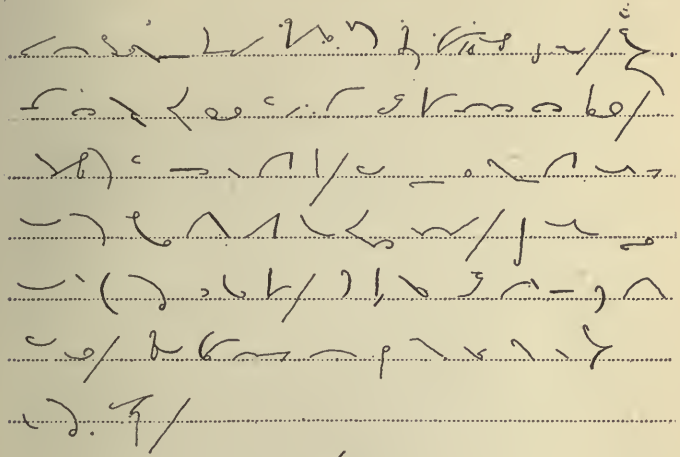
My Dear Sir:

We have your letter of the 15th inst., in regard to the matter of equipment. We sent our representative up there and asked him to wait until they are ready, and then take their order if possible. If there is any chance to get this order, we shall willingly squander a little time and money to secure it. It is a peculiar case and the advantages are with the other parties, but our man thinks that on account of some changes we may succeed.

Ordinarily we would not do this, but this is an extraordinary instance. You remember, in our letter to you some time ago we stated that we had some special correspondence in reference to this matter.

Thanking you and hoping to hear from you soon, we remain, Yours truly,

5



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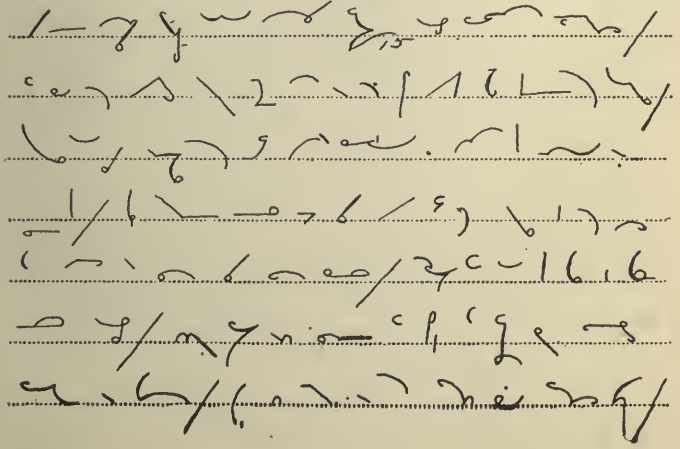


Suggestion.

The practice of transcribing the notes in these shorthand plates on the typewriter will impress the correct form of the outlines on the mind, which is one of the most important items in increasing speed in writing from dictation. However, after the notes are correct or fairly so, much writing on the typewriter should be done from the notes taken from dictation. One must be familiar with his own writing. This familiarity can only be acquired by much reading. It is wise to have one way to write a word. If a word be written one way at one time and another way at another time, a certain amount of hesitation in both reading and writing will be experienced.

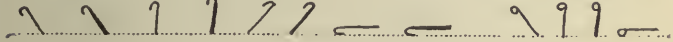
LESSON VI.

The Hook Rules.

1. THE "R" RULE.—A small hook on the lefthand side of straight slanting strokes and on the under side of horizontal straight strokes, at the beginning, is "r." This hook may be closed to prefix "s," making *spr, str,* etc.

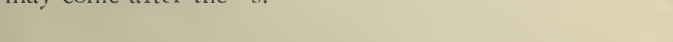
It is a general rule to use the hook between strokes when no vowel comes between the hook and the stroke. There are some exceptions.

pr br tr dr chr jr kr gr spr str sdr skr

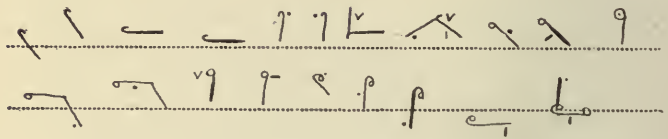


2. THE "R" RULE.—A small hook on the righthand side of straight slanting strokes and upper side of horizontal straight strokes, is "l." The circle *s* may be written inside of this hook, making *spl, stl,* etc. The vowel may come after the "s."

pl bl tl dl chl jl kl gl spl stl sdl skl



Apple, plea, eagle, glow, tree, eater, tiger, reply, spray, sober, sister, scrap, scrape, cider, straw, split, settle, saddle, school, disclose.

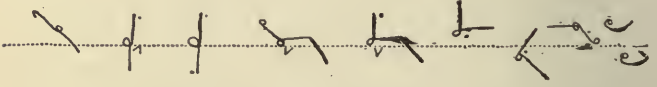


3. A loop in the place of the ar-hook on straight strokes is *st-ar.*

Stopper, stacker, stupor, stager, stagger, stouter, stutter.

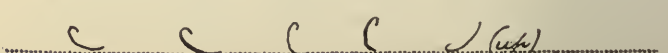
4. When the *iss* circle comes between straight strokes the ar-hook is expressed as follows:

Prosper, destroy, disaster, subscribe, describe, disagree, Jasper, express, sinner, sooner.



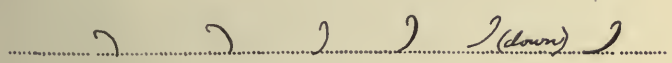
5. A small hook at the beginning of *ef, ve, ith, the,* and *shay,* is "l."

fl vl thl dhl shl

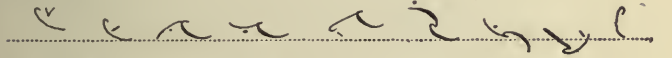


The same characters reversed and with the hook at the beginning add *r* to them.

fr vr thr dhr shr zhr

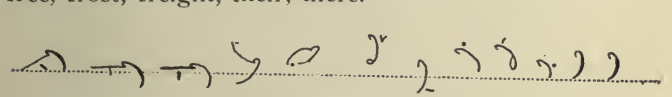


Fly, flow, level, naval, hovel, weavel, favor, bushel, they will.



6. When *ef, ve, ith,* are reversed the small hook is "r." This hook at the beginning of *ish* and *zhe* is "r."

Rover, cover, gopher, fisher, leisure, thrice, through, free, frost, freight, their, there.

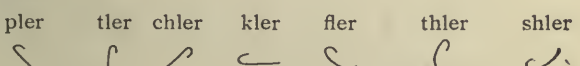


Note.—The small hook at the beginning of *ish* (made down) is "r," and at the beginning of *shay* (made up) is "l."

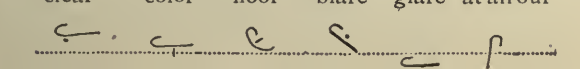
7. The small el-hook is enlarged to add *r*.

Names:

pler tler chler kler fler thler shler



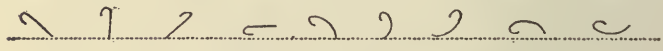
clear color floor blare glare at all our



8. The small ar-hook is enlarged to add l.

Names:

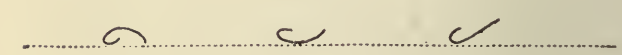
prel trel chrel krel frel threl shrel merl nerl



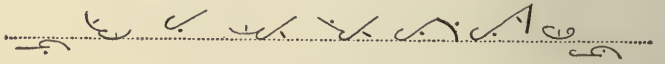
April, trial, moral, nearly, liberal, there will, they are all, from all, funeral.

9. A large hook at the beginning of *m, n, ray,* is "l."

ml nl rl



Campbell, funnel, real, unroll, pay-roll, railway, railroad, unless, calomel.



Brief "W."

The brief *w* is joined at the beginning of *l, m, n, r,* without an angle. To other strokes it is joined with an angle.

If *m* and *n* be made heavy, this hook is "r." The *iss* circle may be joined on the inside of this hook for "sw."

w-l w-m m-r w-n n-r w-r

Word Signs and Phrases.

1. From, every, very, over, oversight, overweight, member, remember-ed, number-ed, pleasure, other, either, until, it will.

2. Able, able to, be able to, probable-y-ility, danger, particular-ly, opportune-ity, creature, spirit, toward, according-ly, forget.

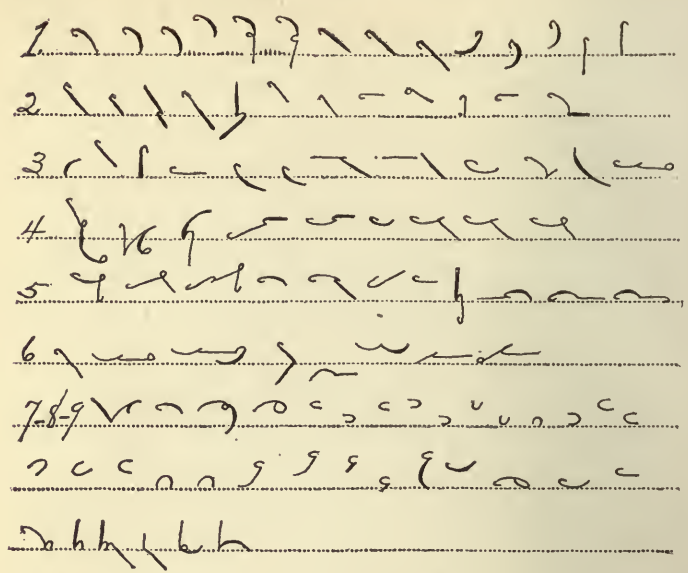
3. World, belong-ed, deliver-ed, difficult-y, value-d, capable, capability, only, from the, of their, we enclose.

4. Please advise, truly yours, yours truly, with regard (to), in regard (to), in order (to), in reply, in reply (to), in respect (to).

5. In receipt (of), with respect (to), we are in (re) ceipt (of), remark-ed, remarkable-ably, real-ly, called, determine-d, commercial, America, American.

6. Practice-cal-ly, inclose, inclosure, oblige, market, anything, article, circular.

7, 8, 9. Bill of Lading, Mr., Mrs., Misses, we, were, with, what, would, ye, yet, you, would you, we were, were you, what you, with you, with what, you were, you would, we shall, we wish, with whom, were the, with them, in our, we must, we know, we could, from you, do you, do you remember, it would be, it is not, it may be.



Note.—It will be noticed that some of the word signs above have already occurred in other lists. They are repeated because of the importance of becoming very familiar with them, and because some of them are the basis of a phrase. Not only practice making them over and over, but be able to read the above plate forward or backward without referring.

Phrase Writing.

Phrases should be made up of words that have relation to each other, and come naturally together in speaking. Then the writing and the reading of it will be natural.

Phrases should not be made too long, even though the joining may be very natural and easy. The length of it

will naturally cause hesitation to such an extent that two shorter phrases can be written more quickly. The stringing out of long phrases simply for the sake of phrasing retards speed and is a bad practice from every viewpoint. The only phrases that are of value are those that naturally increase speed and legibility. Natural phrases very materially assist the reader. The mere joining of words to avoid lifting the pen when it it takes more time than to lift the pen, is not wise.

A phrase should not extend inconveniently far above or below the line of writing. Manage to keep near the line of writing. The first word of a phrase is usually written in its natural position and the subsequent words joined naturally to it, regardless of position. The ticks *a, an, and, the, he, etc.,* and the circles *is, his, as, has,* when they begin a phrase, accommodate themselves to the following word, that is, the phrase is written on the position of the word following the circle. Phrases, like words, should always be written in the same way, and not one way at one time and an entirely different way at another time. This will naturally cause any one to hesitate and puzzle at his own notes. This principle can at least be observed and adhered to in frequently recurring phrases. Of course, there will occasionally come to the writer a natural phrase that he has never made before and it will be written unconscious of any effort to phrase. Such phrases are proper and valuable, and naturally grow out of a thorough knowledge of the system. Do not get the idea of making up your own phrases or adopting your own special signs. Wait until you know your system and you will not want to do so. Profit by the years of experience of others.

1.

Mr. D. J. Campbell,
St. Louis, Mo.

Dear Sir:

In reply to yours of recent date with reference to the market, we wish to say, that those with whom we have talked within the last few days, seem to think that prices will get better right along for the next six months. It is remarkable how the price keeps up, and from what we are able to see, we really think that it would be wise for you to hold for a short time at least.

We have your circular with reference to your special sale, and we are inclined to think that from the character of goods you offer, you should have no trouble whatever to dispose of that stock very soon, and hope you may and at a good figure.

With best wishes for your success, we are,

Yours truly,

2.

H. L. Taylor & Co.,
St. Joseph, Mo.

Gentlemen:

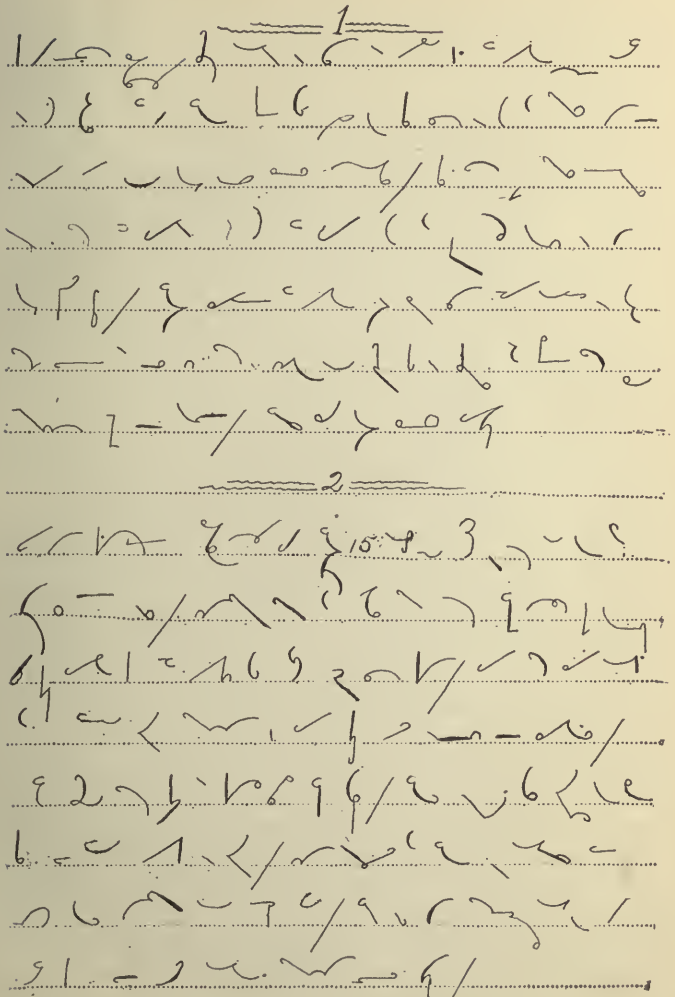
We have your favor of the 15th inst., and note what you say about our not having filled your order as given to us. You will probably remember that on this particular order we had a misfortune at the factory just at the time we received it, and we wrote you then that there would be some delay.

We are very sorry, indeed, that we could not ship promptly, but we are determined hereafter to give you good service. We think there is no further danger of delays such as we had this time.

We have been pushing this shipment for several days, and are nearly ready to ship. You will observe that we have put in the best quality and also have been liberal in quantity with you.

We hope to have your frequent orders in the future. which we shall take great pleasure in filling promptly and carefully.

Yours truly,



T. J. Boyd & Co., 3.
Cincinnati, Ohio.
Gentlemen:

Yours received, and we could send you the nut coal at the price we stated in our letter to you a few days ago. If you think that you would use it at the price, let us hear at once, and the amount you need at present, and it will be shipped promptly.

We could, however, make you a better price on other terms which may suit you.

We hope to hear promptly so we may look after the matter immediately.

Yours truly,

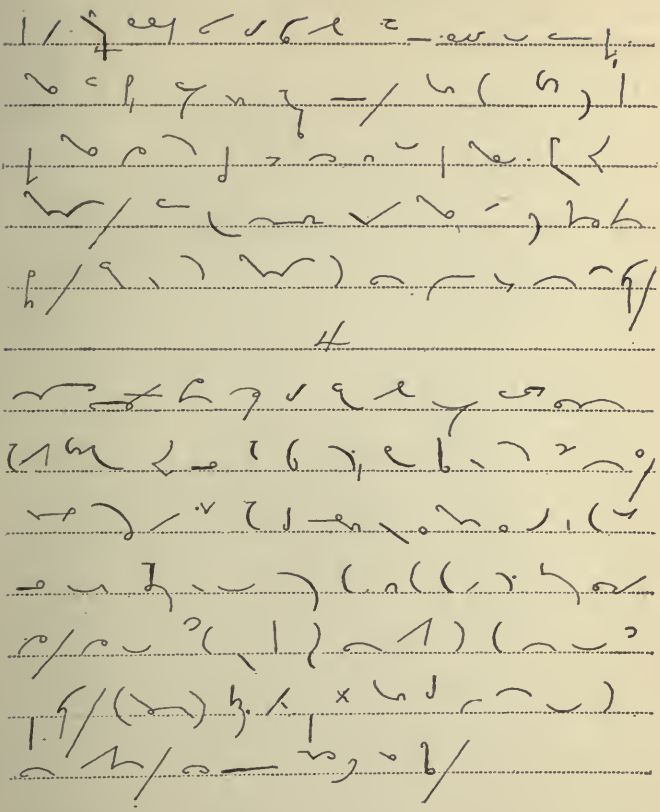
Milligan Grocer Co., 4.
Salem, Mass.
Gentlemen:

We have received another letter in regard to the same matter, and they write that you should have shipped the goods, and that they have waited several days to hear what the matter is. Of course the waters are high and they do not expect you to be as prompt as usual, but they need the goods now and desire to know whether you think they should wait or order somewhere else.

Let us know what you think about it, so that we may write so they may know what to do.

Yours truly,

P. S. Did you see Joe to-day? If you did not let me know so we may write him. We may not go there and I am not sure of his address.



H. L. Parsons & Co., 5.
Parsons, Kan.

Gentlemen:

In our letter of the 15th to our Mr. Foster we wrote that we had not seen the goods, but that if you think they are all right at the price quoted and you do not wish to

buy at this time, we would buy the goods if the account would be safe for this amount.

The lumber company will take part of it, so if there should be any left we could sell several hundred feet at the average price immediately. We are behind with the orders now and may have to let some go over for the present. Had it not have been for this we would not have had to overdraw for the amount we did.

Every time, so far, our weights have been about the average, and we usually have no overweight, and if we do have it is usually on account of some oversight.

In regard to the matter of the bill of sale we would have had it written over if it had been our fault, but as it was not, we did not think that we should do it.

We hope to hear soon what you decide to do.

Yours truly,

6.

J. H. Morton & Co.,
Belleville, Ill.

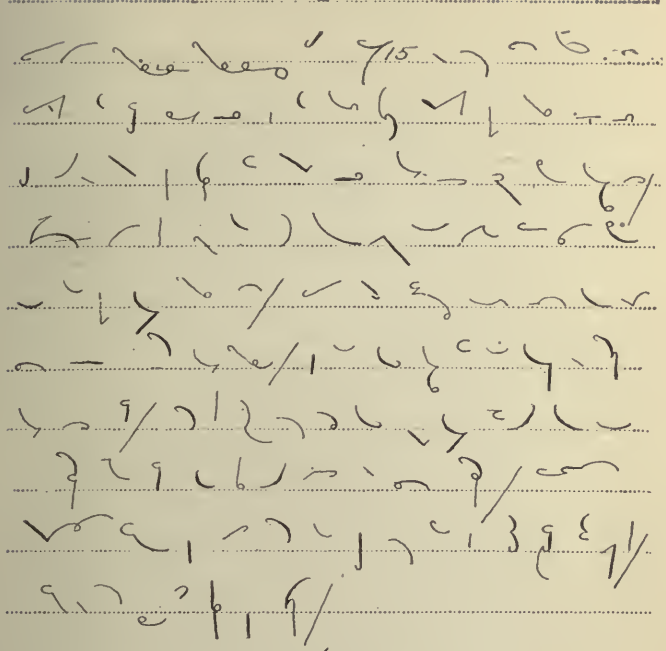
Gentlemen:

We have your letter of the 18th inst. in regard to your order of the 10th. We took this order up immediately and it will have our usual care. Although we are somewhat behind with our orders, we will look after this and do our very best to ship it promptly.

The demand has been great and it had to be sent to various mills before we could get one to ship it. It will no doubt go out in two or three days and if tracers are sent after the car, it will reach you promptly.

We hope it may reach you in good time, and thank you for your letter. Yours truly,

5



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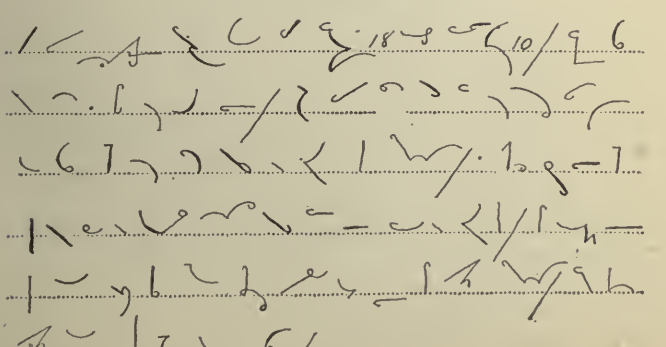


Suggestions.

The size of your shorthand notes is an important matter. If your notes are large at a low rate of speed, what may they be when you are crowded into a higher rate of speed? If your notes are large and unwieldy, the ability of your hand to execute the outlines is decreased and your ability to increase your speed is lessened.

It is almost if not equally detrimental to make notes with too much precision. A habit is hard to break away from, and if you form the sluggish habit of the hand by drawing your outlines, or making them very slowly, both your mind and hand will refuse to glide along, allowing the words to flow, as it were, off of the end of the pencil. There is a middle ground just here that is safer. Both kinds of practice are necessary. Slow writing to get correct form and size of notes, and rapid writing to increase speed. Spasmodic efforts at speed are all right sometimes, but the natural and best general method of increasing speed is to gradually increase the rate. For this there is nothing better than repetition. Write the letters of these lessons over and over from dictation, gradually increasing the speed as suggested.

A dull pencil or a worn pen retards speed and really affects the action of the mind in its conception of the outlines to be formed as the words are heard. Keep the pencil sharp. You can do anything better with a sharp pencil than with a dull one.

There will come times when you feel it impossible to increase your speed by a single word, and you may become discouraged on account of it. This is a period of crystallization necessary to speed growth, and is a time for patience and practice, and where you should walk by faith and not by sight. Read your own notes over and over to become familiar with your own characteristics. Read those at a low rate and those at a high rate of speed and thus improve those at the high rate.

LESSON VII.

Final Hooks.

A small final hook on any stroke is *n*. On straight strokes it is joined on the opposite side from which the *iss* circle is regularly joined. On curves it is written on the inside at the end. It may be written between strokes or wherever the sound of *n* is heard, if it will make a good joining. This hook may be closed on straight strokes for *ns*, and made into a loop for *nst* and *nsd*. This loop enlarged is *nstr*.

A small hook on straight strokes opposite the "n" hook is *f* or *v*.

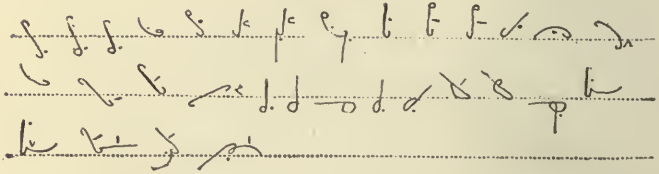
pn bn tn dn chn jn kn gn rn ray-n h-n

fn vn thn dhn sn zn shn zhn ln mn nn ng-n w-n

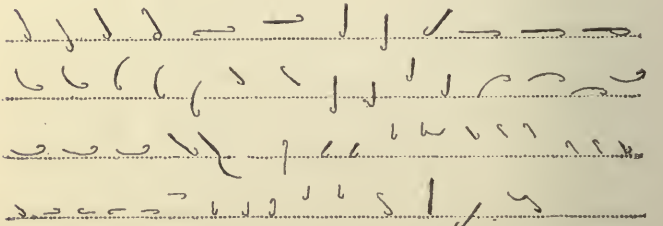
Reading and Writing Exercise.

Plan, plans, balance, fence, Spain, twain, twenty, seventy, deaf, stove, stone, chain, main, frown, fine, proof,

prove, bluff, hewn, dance, dances, Kansas, danced, chanced, punster, punsters, Kansas City, deafen, divine, provoke, punish, ransom.



Upon, happen, been, remembrance, careful-ly, gave, done, down, general-ly, can, again, against, often, even, within, then, than, behind, build, had been, had not, did not, do not, alone, men, man, opinion, none, known, no one before, above, truthful-ly, whoever, who have, I have, I have not, all of, of all, of our, to our, to all, to have, to what, and of, and all, and are, and would, and what, but have, but not, but are not, or not, or if, plaintiff, defendant, imagine, independent.



Letters for Practice.

The following letters bring in the principles previously learned, and by carefully reading and writing them, and thinking of the principle that governs in each outline, thoroughness must result and a sure foundation be laid for speed.

After they are learned as suggested, they should be written over and over from dictation at a slow rate and at a rapid rate of speed.

1.

Mr. W. L. Thompson,
Chicago, Ill.

Dear Sir:

We are not, perhaps, inclined to make our own plans to suit any one of the twenty or more different views that have been suggested. We are of the opinion that, within reasonable limits, you can have your own time to learn phonography, but it will take the kind of work that will count. It however means much more than you can know now, because

no one can look ahead and see success to encourage him to greater effort. This is as it should be because, for the same reason, he cannot look ahead and see failures to discourage him. Too many stop just at the brow of the hill which is the very place for the strong effort preceding success. It is like the darkest hour just before dawn.

No one should expect something for nothing, and every one should remember that anything of value is worth the effort, and that those who are not willing to put forth the effort are not worthy, and do not deserve success. If such persons waste their money and time because they do not think right nor work right, they should not blame some one else or the institution for their failure. Common sense is a most uncommon thing, but those who are willing to honestly use what they have of it get more, and are rewarded for their patience and effort.

Yours truly,

2.

H. D. Mason & Son,

Harrisonville, Mo.

Gentlemen:

We have your letter of the 15th inst., and carefully note contents. I am not quite sure that you can get just the particular goods that you want, as we are behind somewhat with our orders, and in order to fill your order as promptly as possible, we have shipped part of it to-day so that you may not be delayed in your work there, and will ship the balance as fast as we are able to furnish it to you.

As opportunity comes to us we will build up our stock, and think that hereafter we shall be so fortified that we can fill all orders promptly.

Thanking you for your letter, and hoping to have your frequent favors, we are,

Yours truly,

3.

H. J. Morgan & Son,
Nashville, Tenn.

Gentlemen:

Your order number 2598 was received to-day and is entered for shipment to-morrow. We shall rush it all we can and will send tracers so that it may not be delayed on the way.

In answer to your inquiry as to the assessment of your property here will say I have seen the assessor and had him examine the books and he says that the list is made the same, for yours and for the estate of which you have charge, as it was last year. I did not ascertain the exact amount of your taxes, but expect the collector to send you a statement about the end of the week.

In reference to the amount of our expense for the last three months will say that I think it will be much less hereafter, as we need not advertise in the same way nor to the extent that we have done heretofore. I assure you that I shall do my best to economize, and shall keep you informed from time to time in regard to these matters.

Trusting to hear from you frequently, I am,

Yours truly,

4.

J. P. Mason & Co.,
Rochester, N. Y.

Gentlemen:

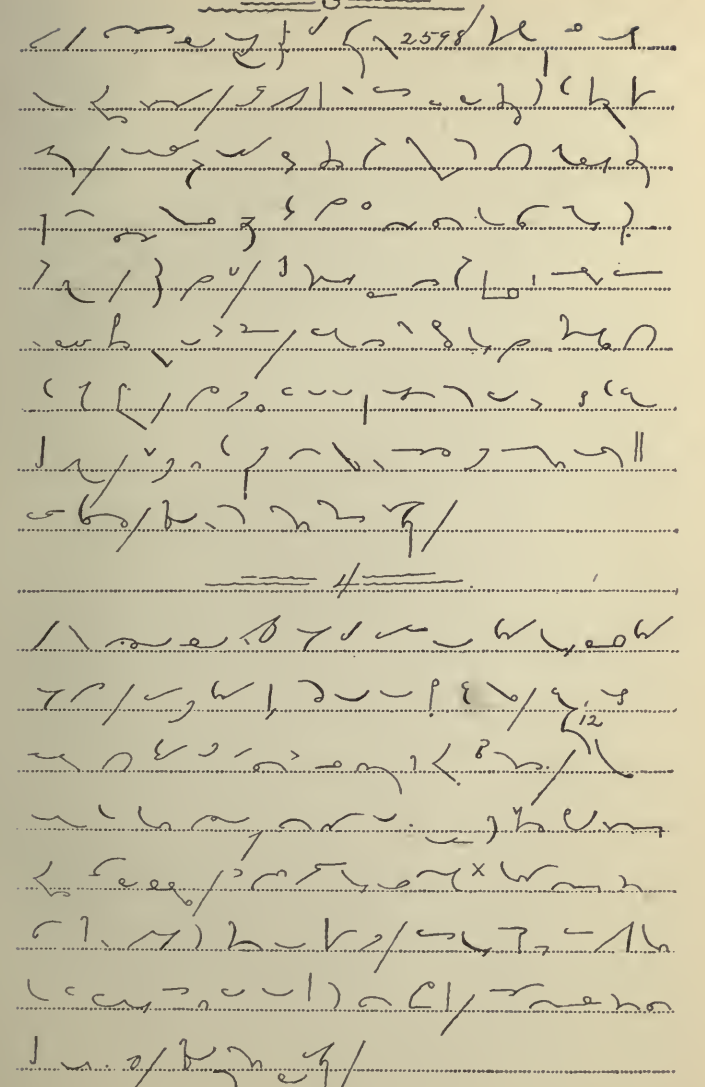
We are glad to know that you are having the success that you are, in your line. We are sure that you are doing the wise thing in staying with that business.

We have your order of the 12th inst., and in reply will say that we are short on some of the goods you order, but are shipping what there is remaining. If there is not enough of it for you let us know how much more you will need, and include other items sufficient to make a shipment and we will send as soon as possible.

What will you require for the next month? If you will make an estimate, we will try to arrange so there may be no delay hereafter. We can have the quantity and the quality ready for you if we only know the kind you want in time so we may select it. Kindly make us an estimate some time between now and the first.

Trusting to hear from you soon, we are,

Yours truly,



Suggestion.

Any of the Benn Pitman reference books may be used by those who learn from this book. The Dictionary in the back part of the Universal Dictation Course, however. will be found to be about all the reference book any one will need. It contains words and phrases.

The outlines in the Pitman or Graham reference books are the same as the outlines in this system, except the position which is different on account of the different vowel scheme.

LESSON VIII.

The F—V Hook.

A small hook at the end of straight strokes, written on the side that the *iss* circle is regularly joined, is *f* or *v*. If a word ends with a vowel, the stroke for *f* or *v* is used. If *f* or *v* is the last sound in the word, the hook is usually used. This hook may be written between strokes. The *iss* circle may be joined on the inside of this hook.

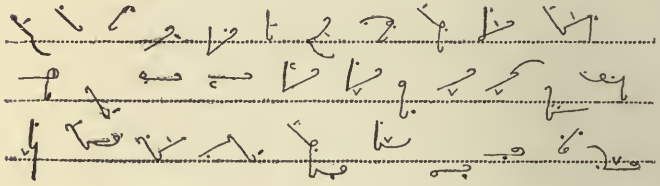
This hook, when made large, is "shun" for *tion, sion, tian, sian,* etc. The "n" hook enlarged is "tive."

When the *f* or *v* hook is used on a halved stroke, the *f* or *v* immediately precedes the *t* or *d* and no vowel can come between the *f* or *v* and the *t* or *d*. This hook is not written on curves as it is already used for *n* on all curved strokes.

Note.—It will be noticed in the following "Reading and Writing Exercise" that some word-signs and contractions have been repeated. This will assist in keeping them fresh in the mind.

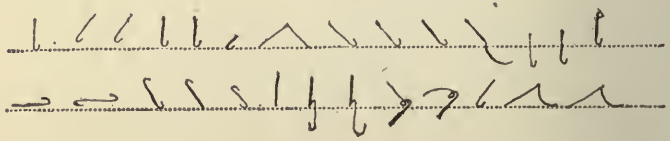
Reading and Writing Exercise.

1. Above, beef, chief, roof, tariff, tough, sheriff, mischief, positive, deserve, poverty, exhaustive, proof, skiff, quaff, dwarf, derive, starve, arrive, arrival, traffic, incentive, divide, province, prefer, reprove, positiveness, divine, scarf, approves, caves, achieves, archives, each of us, which of us, hives.



Word Signs and Phrases.

1. Whatever, each of, each have, differ-ed, difference, who have, represent, hopeful-ly, hope to have, before, above, out of, advance-d, said to have, govern-or-ed, careful-ly, belief, believe-d, plaintiff, defendant, determine-d, determination, passenger, messenger, whichever, refer, reference.



1.

Mr. W. H. Johnson,
Lamar, Mo.

Dear Sir:

Your letter of the 15th inst. is received and contents carefully noted. In reply will say that whatever may be the difference between the parties in regard to the subject in question, we are very hopeful that we may be able to bring about a better understanding. The plaintiff and his advisor seem to be very much determined in the matter. I have made no advance whatever as yet, but hope to have an opportunity to-morrow to represent you as the defendant, and express your determination and views. I shall be governed strictly by my instructions received from you.

Thanking you for your letter, I am,

Yours truly,

2.

Hon. C. W. Hamlin,
Springfield, Mo.

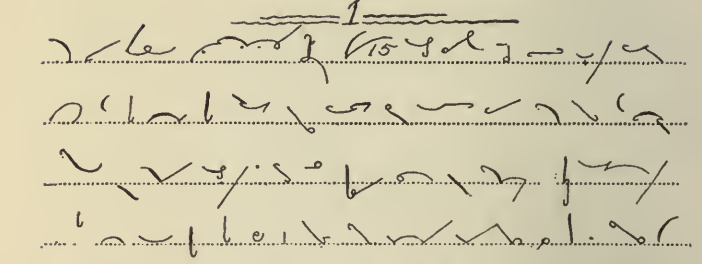
Dear Sir:

Yours of the 15th inst. at hand and noted. I have read your article on the tariff question, and while I do not agree fully with everything you say, I do not disagree with reference to the main points at issue, and the incentive fostered by it. It is quite exhaustive, and I shall preserve it for reference from time to time. I thank you for your kindness in sending it to me, and feel that I shall derive great benefit from it. I appreciate and approve of the positive manner in which you deal with questions which are certainly of vital importance.

Again thanking you and wishing you eminent success, I am,

Yours very truly,

1



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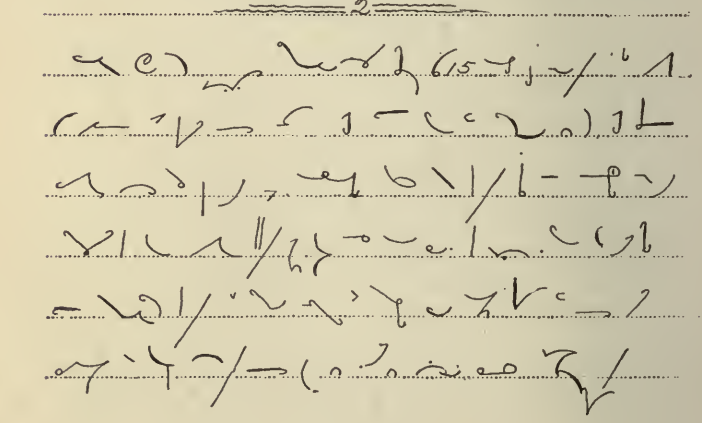


3.

Mr. W. H. Wilson,
Hannibal, Mo.

Dear Sir:

Your letter of the 25th inst. is received and noted. Upon your request we took up the matter with Mr. Minor. He is acquainted with all the facts and in our opinion will be able to overcome the difficulty.

His object was to find out what he could before he took any steps in the matter. It is unfortunate, but we do not think, from what we have observed, that it will be very difficult to get him to furnish a supply even beyond our own immediate needs.

We shall write you from time to time, and shall call on them from day to day until we get some definite results. When we saw them they said they could supply them, hence we wrote that we will ship by the 25th or sooner. We assure you that we will ship as soon as possible, and will do all that we can, in all the ways we can to avoid further delay.

We hope to hear from you very soon.

Yours truly,

4.

Mr. J. A. Feaster,
Houston, Tex.

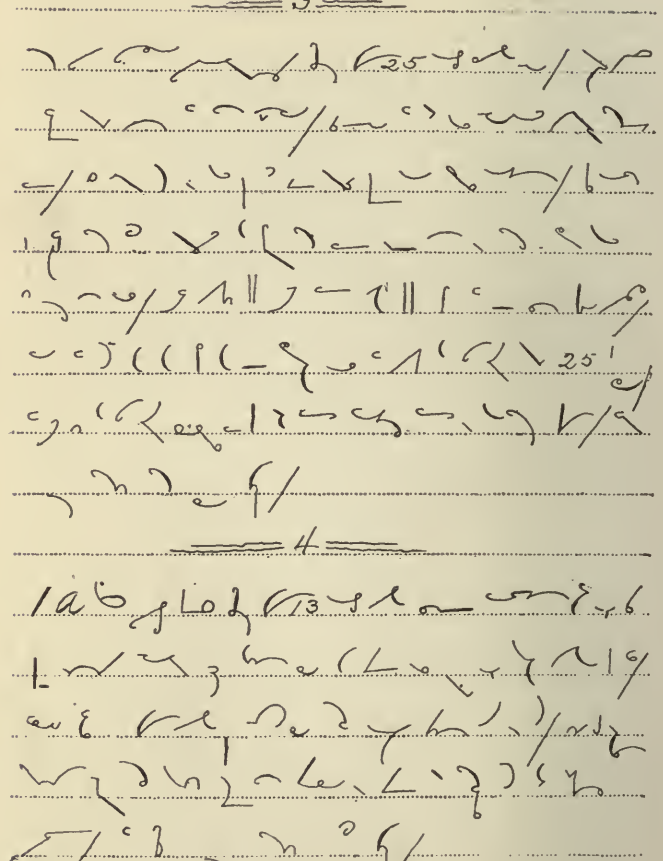
Dear Sir:—Your letter of the 13th inst. received some time ago in regard to the matter of your note which is due to-morrow, and in reply would say that you may send your check to us to pay the note, if they leave it with us.

We send you with this your letter received to-day, and also send herewith another letter which you may wish to see.

You should attend to this matter promptly, and it would be wise if you would ask Mr. Johnson to check up all overweights and see that the items are correct.

We trust to hear from you soon what you have.

Yours truly,



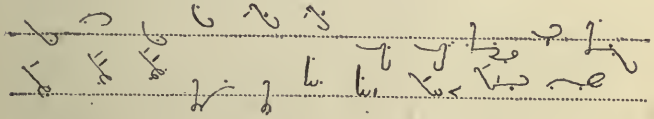
LESSON IX.

The "Shun" and "Tive" Hooks.

A large hook on the righthand side of slanting straight strokes, and inside of curves at the end, and on the inside of curves at the end, is "shun" for *tion, sion, tian, cian, cion, cean,* etc.

The "n" hook enlarged is "tive." A small hook or curl after the *iss* circle is "shun."

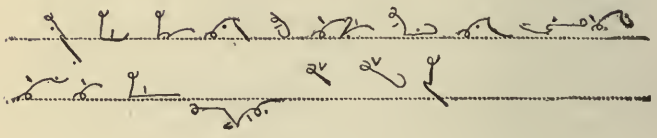
Passion, mission, fashion, vision, operation, operative, nutrition, nutritive, attractiveness, notion, transcription, possession, position, positions, transitional, transition, devotion, division, profusion, provocation, ministration.



THE BACKWARD "N" CURL.—A small backward hook before the *iss* circle, at the beginning of any stroke is *in, en, un,* regardless of position.

Inseparable, unstrung, instrumental, unsalable, insertion, unsoldierly, insurrection, enslave, increase, insol-

vent, insolent, insult, instructor, unscrupulously, inspired, inspiration.



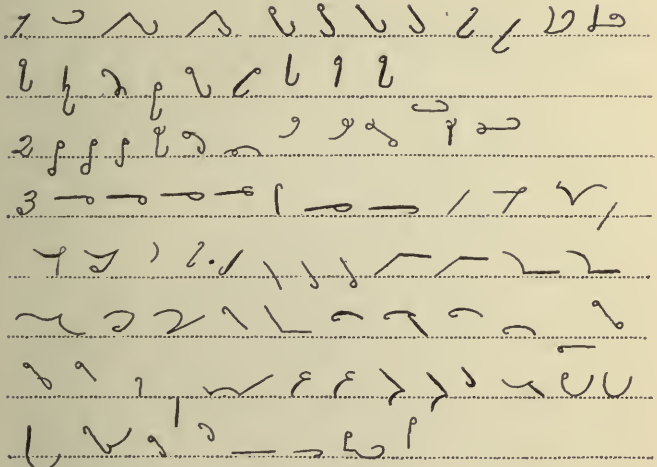
Word Signs and Phrases.

I. Information, representation, representative, subjection, subjective, objection, objective, generation, imagination, association, descriptions, consideration, determination, conversation, satisfaction, expression, suggestion, condition, consider-ed-ably, consideration, conclusion.

2. Circumstance, circumstances, circumstantial, instruction, concern, in some, selfish, unselfish, inexperience, inconsiderate, inscription.

3. Organs, organize, organized, organization, delivered, against, again, change-d, exchange-d, awhile, charge-d, anxiety, anxious, astonish-ed-ment, cheerful-ly, general-ly, happy, happen, happiness, regular-ly, regularity, irregularly, irregularity, manufacture-er-ory, machine, machinery, particular-ly, peculiar-ly-ity, remark-ed, remarkable-y, Mr., more, secure, surprise, surprised, spirit, toward, today, to-morrow, withheld, withhold, beheld, behold, be-

hind, unable (to), sufficient, efficient, deficient, proficient, superintendent, frequent-ly, country, county, State and Nation, city.



1.

H. L. Johnson, Esq.,
Chicago, Ill.

Dear Sir:

We acknowledge receipt of your letter of the 15th inst. We note what you say about the excessive express charges, and we are willing to allow one-half of it and have placed that amount to the credit of your account and you may take it into consideration when you remit at another time. The charge appears to have been more than it should have been.

Will you kindly send us the paid expense bill as a voucher for our entry, and to make claim for the amount? In all probability we can get it refunded. We do not insist upon this but should be pleased to have it. We are in possession of all the necessary information. We have had very little trouble lately concerning expressage and think this simply an overcharge. We will ask you to send us any other information you may have that will be of value to us.

Thanking you and hoping our disposition of this matter is satisfactory to you, we are,

Yours truly,

2.

Rev. W. J. Williamson,
St. Louis, Mo.

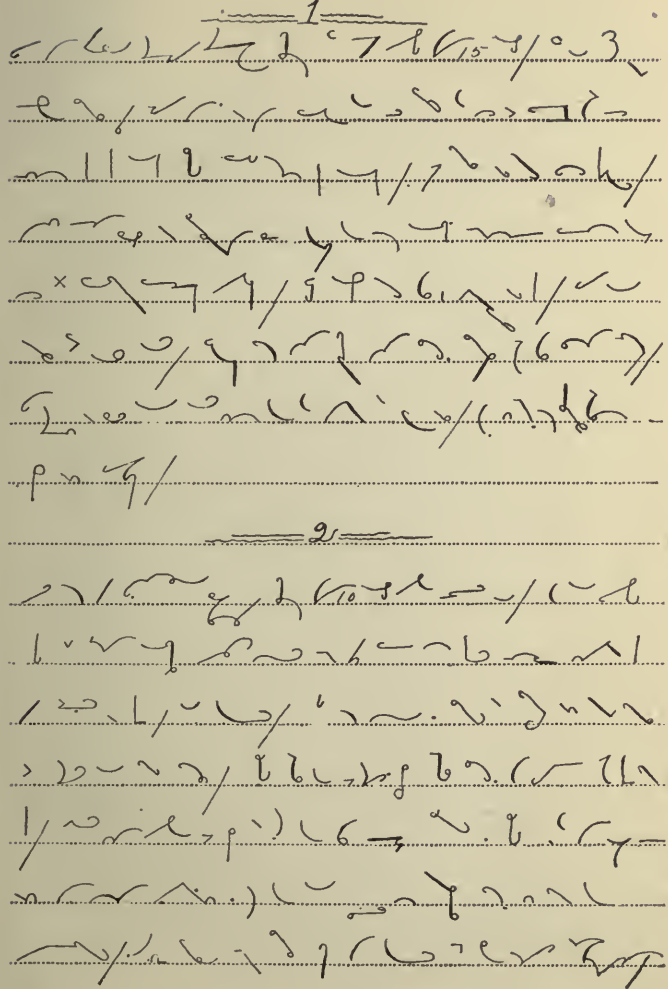
Dear Sir:

Your letter of the 10th inst. received and carefully noted. Without any hesitation whatever I heartily endorse the resolution mentioned, and to which you call my attention, and am glad you are able to take advantage of the occasion to take a much needed vacation. I have heard many an expression of appreciation of you by the members of the association, in private conversation. In consideration of this fact and the surrounding circumstances and conditions concerning your work, I think it an opportune time. The information you will receive, and the satisfaction of seeing for yourself, together with the inspiration and instruction that will naturally come to you, will amply repay you and us for any sacrifice made, besides affording you opportunity for recuperation.

Wishing you a pleasant and happy experience during your vacation, and a safe return, I am,

Yours fraternally,

1



2

3.

Mr. J. V. Horton,
St. Louis, Mo.

Dear Sir:

We have your leter of the 15th inst. in regard to making sale to the party mentioned. We are surprised that you did not succeed. If you were with him as long as you say you were, you should have been able to sell him. Since you were unable to secure the order, under the circumstances, we believe you did not handle him as you should. We believe he can be reached in some other way. If you cannot do it, let us know at once and we will take it up with him at once by mail. If you can get an order we shall be glad to know it.

Hoping to hear from you by return mail, we are,
Yours truly,

4.

B. F. Williams & Co.,
Omaha, Neb.

Gentlemen:

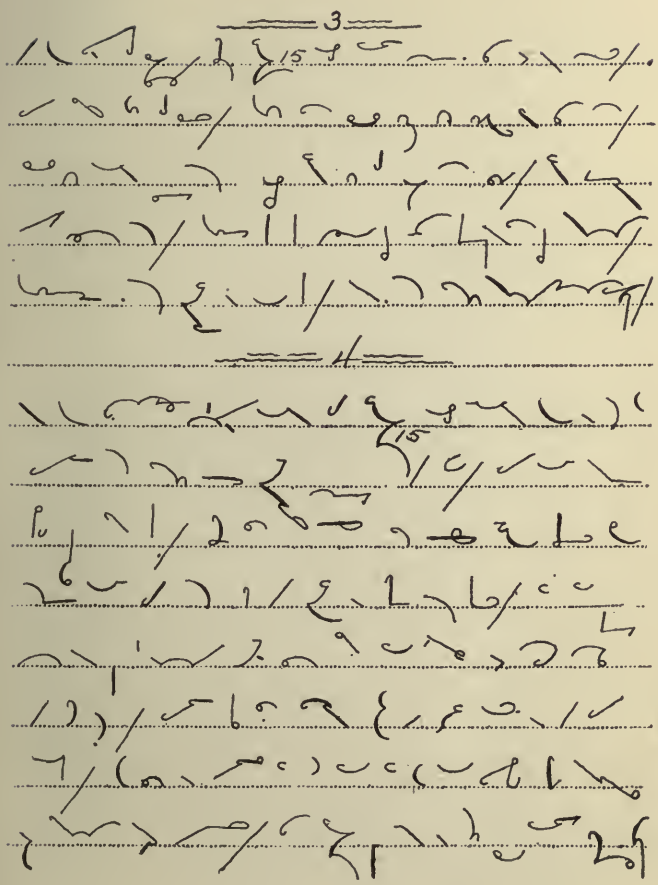
We have your order of the 15th inst. and in reply have to say that we are glad to hear from you again and shall be pleased to make the exchange with you.

We are in a peculiar situation at this particular time. There is a somewhat organized effort against us and we have discovered several irregularities in a general way, toward which we shall have to direct our attention.

We want to take the matter up to-day or to-morrow, and show some spirit in our opposition to the machine methods which they are using. We regard it as somewhat remarkable that they should withold the information to which we are entitled. They seemed to regard us with astonishment when we, without any hesitation, delivered the papers to them promptly upon their request.

We will fill your order to-day and hope to see you soon in regard to the other matters.

Yours truly,



Suggestion.

Get in the habit of reading the shorthand plates of this book at odd or convenient times. Read every one of them over and over until you can open the book anywhere and read the shorthand plate without referring. This will increase your speed in both reading and writing. If you lose no time in reading your shorthand notes, it will make your day's work easier, for you will have so much more time to devote to something else.

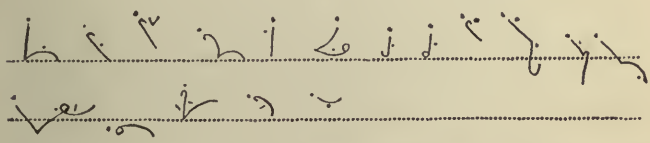
Always be ready and willing to do anything that will give you experience, for we learn things best by doing them, after we know how. You might watch some one fold circulars, papers, or letters and prepare them for the mail for days, yet when you undertook it, it would be awkward to you. You need to do the work. This is true in many things pertaining to officework, hence, we suggest that you take advantage of every opportunity to get experience that will help you along this line. Educate yourself to be quick, accurate, neat, and generally useful. Experience is your opportunity.

LESSON X.

Prefixes.

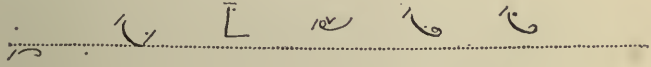
A dot at the beginning of an outline is *con, com, cum, cog.*

Condemn, compel, comply, confirm, commit, conscience, contend, contents, complete, competition, competitor, compare, comparison, consume, control, convert, cognate.



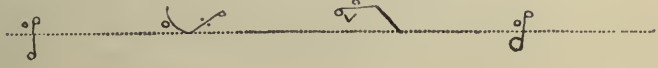
A tick instead of a dot is *contra, contro, contri, counter.*

Countermand, controvert, contradict, countersign, contrivance, contravene.



A circle, *iss,* before the first stroke is *circum.*

Circumstance, circumference, circumscribe, circumstances.



A heavy dot is *accom.*

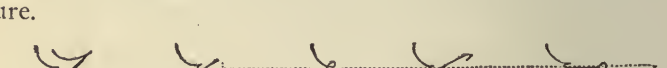
Accommodate, accommodation, accompany, accomplice.

The sign for "D" at the beginning is *decom, discom, discon.*

Decompose, discomfort, discontinue, discommode.

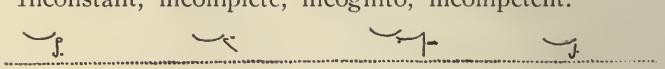
The sign for "ef" at the beginning when not convenient to join, is *for* or *fore.*

Foreknowledge, forward, forsooth, forewarn, foreclosure.



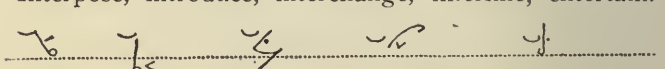
The sign for "en" at the beginning is *incon, incom, incog.*

Inconstant, incomplete, incognito, incompetent.



Half-length "n" before the first stroke in any position is *inter, intro, enter.*

Interpose, introduce, interchange, interline, entertain.



The sign for "Ray" at the beginning is *recom, recon, recog.*

Recommend, reconsider, recognize, reconcile, reconstruct.

The *iss* circle before the first stroke written midway is *self*.

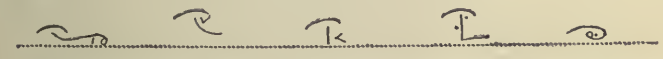
Self-respect, selfish, selfishness, self-defense, self-made.

The *iss* is the place of the "con" dot is *self-con, self-com,* etc.

Self-control, self-conceit, self-conscious, self-confessed.

The sign for "m" written above at the beginning is *magna, magni, magne, magnif*.

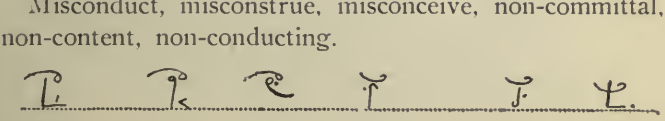
Magnanimous, magnify, magnitude, magnetic, magnificent.



The sign for *em-iss* at the beginning is *miscon, miscom*.

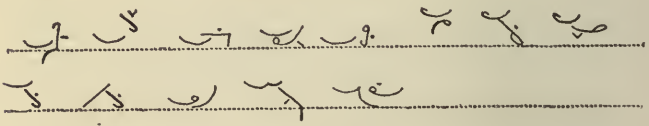
The sign for "Nn" (nen) at the beginning is *noncon, noncom*.

Misconduct, misconstrue, misconceive, non-committal, non-content, non-conducting.



A break in an outline may be made to express *con, com.*

Uncontrolled, uncombined, unconnected, unconscious, unconstrained, unreconciled, unrecompensed, unrecognized, incumbent, recumbent, unselfish, uninterrupted, unforseen.



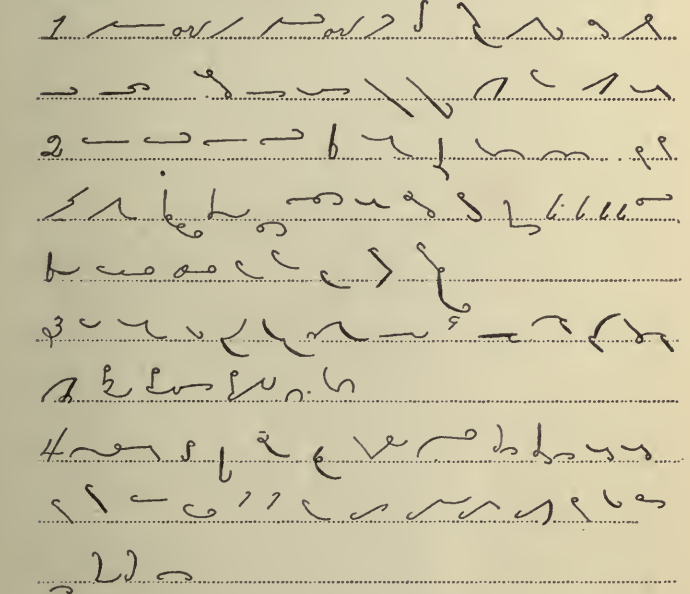
Word Signs, Contractions, and Phrases.

1. Recollect, recollection, delinquent-cy, privilege-d, representation, superintend-ent, respectfully, govern-or, government, indispensible, question, unquestion-able-y, public, publication, legislative-or-ion-ure, awful-ly, origin-al-ly, inhabit, onward, inconsistent.

2. Collect, collection, correct, correction, distinction, infer-ence, downward, familiarity, memoranda-um, accept-ed, except-ed, refer-red, reference, testified as follows, testimony, examination, cross-examination, individuality, inexperience, subjective, attractive, whichever, which have, whomever, who have, descriptive, distinguish-ed, we enclose, first-class, full-y, follow-ed, value-d, oblige-d, please advise.

3. In order (to), in reference (to), to have, shall have, have to have, you will have, acquainted with the, together with, my ability, your ability, best of my ability, legislative session, state what you know, state when you can, state where you were, you would, if you would.

4. Manuscript, accident, additional, whatsoever, whosoever, per cent. likewise, assignment, disappointment, independent, independence, people, belong-ed, equal-ly, unless, child, children, flow, whereon, wherein, whereof, where was, spoken, convenient, consequent-ly. movement, therein, thereon, more than.



J. S. Munson & Co., 1.
Harrisburg, Pa.
Gentlemen:

We have your order booked for 3 cars of nut coal and 2 cars of lump coal. These will go forward as soon as they can be loaded. We are confident that we can

complete the order and have it all shipped by the last of the week.

We note that you complain of some delay on previous order, but we contend that we complied promptly with the conditions of your order, and if you will compare the dates, in which we note you have some conflict, you will consider that we did better than you thought. You will confer a favor on us if you will look into the matter and mention it when you write again.

We do not want to put you to any inconvenience. We recognize and appreciate the value of your trade and shall be pleased to consider anything whereby we may accommodate you.

Hoping to have your frequent favors, we are,

Yours truly,

Mr. G. M. Wilson, 2.
Boston, Mass.

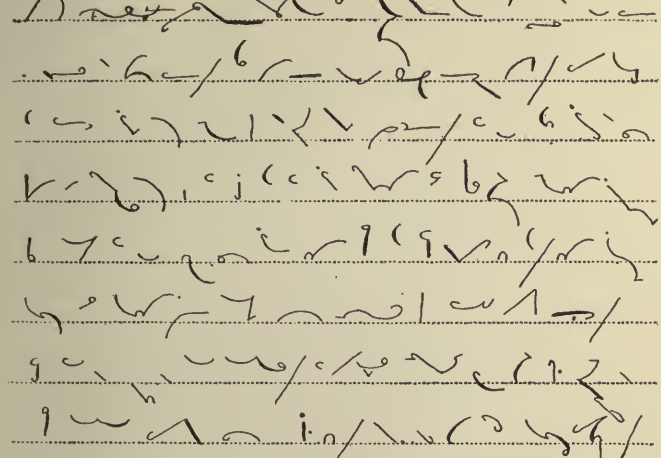
Dear Sir:

I have your favor of the 15th inst. and note contents. We do not wish to magnify small things nor interfere in anything, but think this is a magnificent opportunity to introduce this new system of keeping accounts with the different departments.

It is not uncommon for us to have considerable delay on account of our present deficient method. You recognize this as well as I, and I, having had this uncomfortable experience for some time, and, having examined this new system with considerable interest and care, have decided to recommend it for next year.

Hoping you will reconsider the matter and decide to introduce the international, I am, Yours truly,

1



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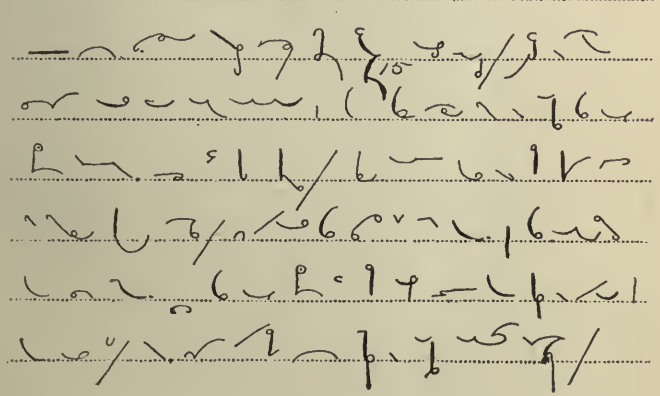


3.

Mr. L. H. Turner,
Cleveland, O.

Dear Sir:

Yours of the 12th inst. received and in reply will say that I shall have to attend the legislative session on next Tuesday, and intend, to the best of my ability, to represent your views in the matter to the committee. On account of my inexperience with this particular question, and not being acquainted with all the members of the committee, I shall be at some disadvantage.

In reference to my manuscript which you sent, I note what you say about the omission. While it is in a measure independent, it occurs to me it will be indispensible. If they express disappointment, I shall find it convenient to explain the movement and suggest that they postpone the hearing until this matter can be supplied, unless you wire to the contrary. Yours truly,

4.

H. S. Smalley, Esq.,
Salt Lake City, Utah.

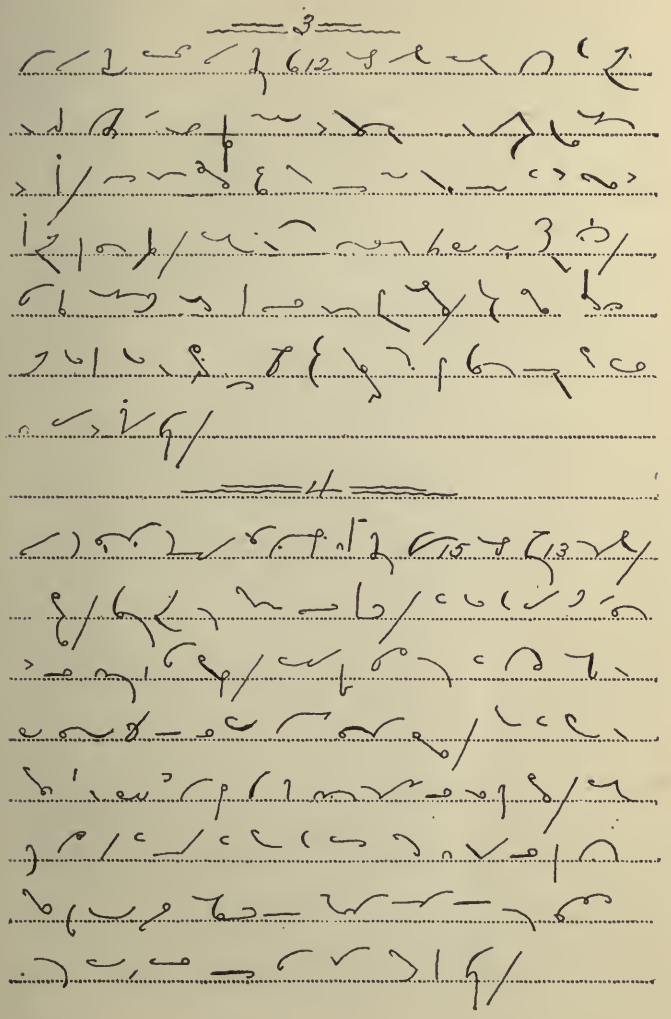
Dear Sir:

Your letter of the 15th inst., and your order of the 13th are received. Accept our thanks. This order shall have our prompt and careful attention.

We find that we are short on some of the goods you order, but we will substitute. When we are out of the styles ordered we always endeavor to send something just as good and as nearly like the sample as possible. If we fail to please you, or to send you what will suit your trade, you may return the goods to us at our expense.

In reference to other lines which we carry, we feel that we can furnish you better goods at lower prices than any other house in this section of the country, and if you will kindly give our salesman an order when he calls again we will highly appreciate it.

Yours truly,



Deposition.

Selection giving practice on recurring phrases in this line of work.

Mr. H. L. Burrows, being duly sworn on the part of the plaintiff, testified as follows:

By. Mr. Saunders:

Q. What is your name? A. H. L. Burrows.

Q. Where do you reside? A. At Pacific, Mo.

Q. What is your business? A. I am a merchant.

Q. Are you familiar with this case? A. No, sir. I know something of it.

Q. Are you acquainted with the plaintiff? A. Yes, sir.

Q. How long have you known him? A. About ten years, I presume.

Q. Who is the defendant in this case, if you know? A. Mr. D. M. Johnson.

Q. What is his occupation? A. He is superintendent of Public Instruction.

Q. Are you in the habit of going about the premises there? A. Yes, sir. I have that privilege and frequently go, but I am governed by strict instructions as to my duties.

Q. What is your business there usually? A. I have various reasons for going at different times. I collect and go there to make a collection or a correction as the case may be, and, as before stated, for other reasons that may be necessary.

Q. Did you testify in this case before? A. Yes, sir.

Q. Do you remember what your testimony was in your previous examination? A. I do not recollect.

Q. Do you recollect what your testimony was in your cross-examination? A. I have no recollection of it.

Q. Do you know anything about the publication of this matter? A. I do not remember anything about it.

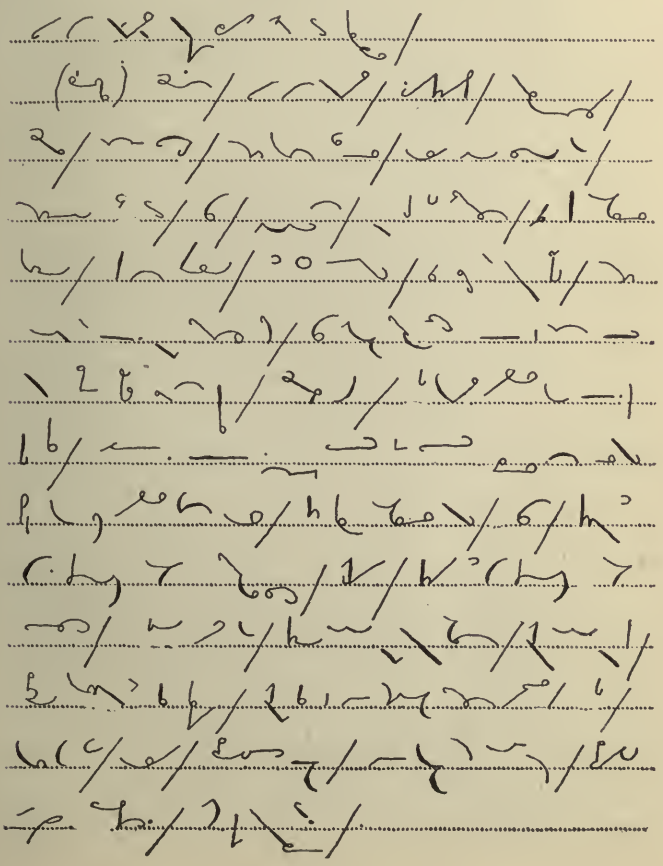
Q. State what you know, if you remember, of the

dates, etc. A. I do not remember the dates, but I could ascertain them from some records which I have.

Q. Have you them with you? A. No, sir.

Q. State when you can get them. A. I could have them here in an hour.

Q. State where you were on last Wednesday morning? A. I was at the Public School buildings.



Suggestion.

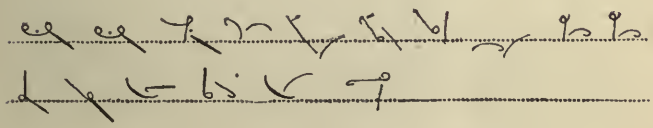
The following list of words, phrases, and contractions, and the letters which are followed by the shorthand plate to which they are a key, bring in many of the common words and phrases already used. If the lessons preceding this have been well learned, it will be wise to use this matter for increasing speed. Neat and accurate notes must go along with speed. The shorthand should be carefully studied and copied and the matter written over and over from dictation. The more familiar the better, if notes are made carefully. This plan of work will burn in, by practice, many things already learned so they can be used without hesitation when needed.

LESSON XI.

Terminations.

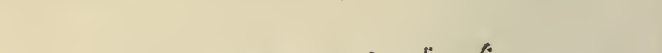
The terminations *ility, ality, arity, erity* is expressed by disjoining the stroke preceeding the termination. If convenient, this stroke may be joined at the end. B for bility, t for terity, l for larity, etc.

Sensible, sensibility, instability, formality, popularity, prosperity, posterity, manly, instrument, instrumentality, disparity, possibility, vagrancy, despondency, validity, christianity.



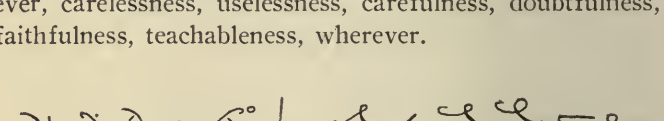
"Jay" at the end is *ology.* The *iss* circle at the end joined or midway after the last stroke is *self,* and the "ses" circle is *selves.*

Miself, himself, yourself, ourselves, themselves, yourselves, zoology, physiology, theology, our own selves, man's self.



"Ish" at the end is *ship.* "Iss-Vee" is *soever.* "Iss" is *someness, bleness, fulness.* "Ses" is *lessness.*

Lordship, friendship, irksomeness, lonesomeness, whatsoever, wheresoever, whosoever, whensoever, whencesoever, carelessness, uselessness, carefulness, doubtfulness, faithfulness, teachableness, wherever.



Miscellaneous Practice.

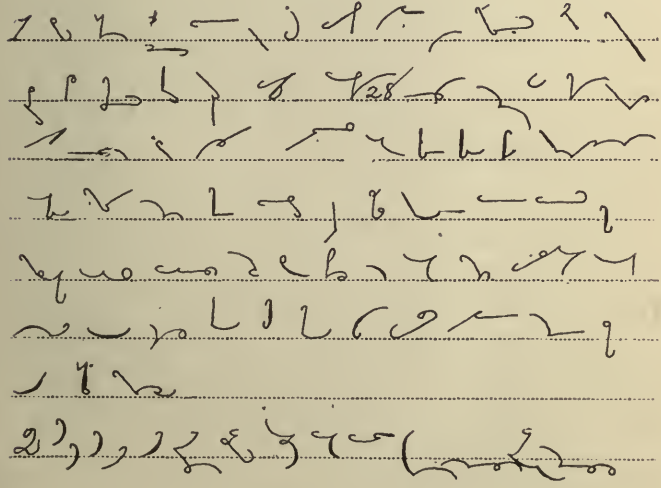
The matter in this lesson brings in principles and word-signs learned in the various lessons preceding.

Word Signs, Phrases, and Contractions.

1. Exceptions, item, wagon, correct, patent, concession, we are satisfied, legality, allow, provocation, on our part, probability, standpoint, settled, transaction, depend, upon it, we are just, in receipt (of) your letter of the 28th, cancel,

our order, with you, control, apparently, rigid, customer, compelled, elsewhere, requirements, notify, effect, definitely, deliver the, by return mail, indefinitely, prefer, remit, direct, correspondence, attached, instructions, bank, collector, collection, draft, presentation, unnecessary, we enclose you herewith, several, statements, heard, nothing from you, we are certainly, entitled, impatient, longer, useless, continue, drawn, attorney, your own, relations, recall, architect-ure-al, extravagant, usually, ideas, permanent.

2. Either, other, there or three, sure-ly, pleasure, and ship same, with the exception, if the size, want them, in regard (to), the other matter, to make some, we shall have to have, our customers.



1.

Mr. L. H. Williams,
St. Paul, Minn.

Dear Sir:

We have your order of the 5th inst. and ship same to-day with the exception of one item which reads "1 set of 1¼ wagon spokes." If the size you give is correct, do you want them for a patent or a common hub?

In regard to the other matter, we are willing to make some concession. While we are satisfied as to the legality of our position, we are not willing to allow this matter to appear to be a provocation on our part. In all probability we have arrived at our figures from some different standpoint. We have a settled determination to give you satisfaction in every transaction, and you can depend upon it that we will make any reasonable concession without hesitation.

Thanking you, and hoping to have your frequent favors in the future, we are, Yours truly,

2.

J. H. Myers & Son,
Sacramento, Cal.

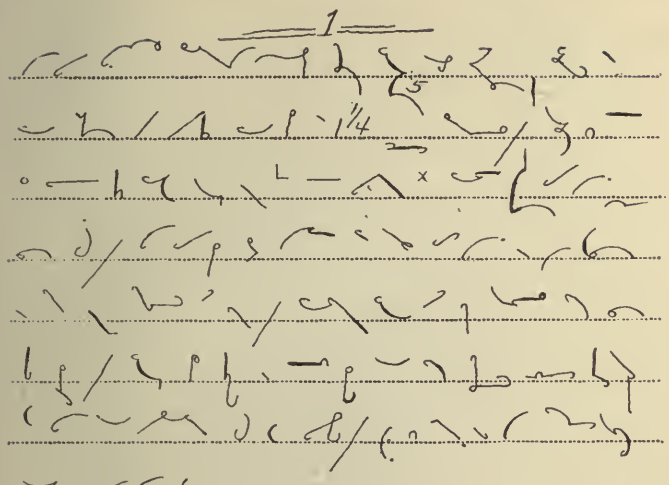
Gentlemen:

We are just in receipt of your letter of the 28th inst. and in reply will say that we shall have to have the goods shipped at once or we shall have to cancel our order with you. This is a matter over which we have no control or we should certainly not be so apparently rigid with you. Our customer is simply forcing us to get these goods to him on or before a certain date and we are compelled to order them elsewhere unless you are sure you can meet his requirements.

You will therefore kindly cancel that order and notify us to that effect at once, or write us definitely that you can and will deliver the goods to our customer on the date mentioned.

Hoping to hear from you by return mail in regard to this matter, we are, Yours truly,

1



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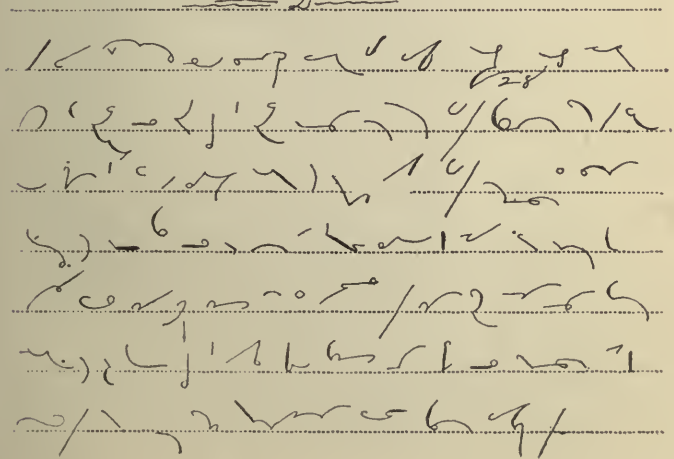


3.

Mr. A. H. Perkins,
Belleville, Ill.

Dear Sir:

We have sent you several statements of your account, but have had no response from you. We must insist that you give this matter attention. We believe you will admit that we have been patient with you, but you certainly understand that we cannot allow accounts to run indefinitely. We must have some rule in regard to this matter.

Now, we very much prefer that you remit us direct, but in case you do not, we shall have to draw on you through the bank on the 25th inst. with statement and correspondence attached, with instructions to the bank that they place the account in the hands of a collector, if the draft is not paid on presentation.

Hoping you will make this step unnecessary, and trusting to hear from you before the time mentioned, we are,

Yours truly,

4.

Mr. A. H. Carter,
Cleveland, O.

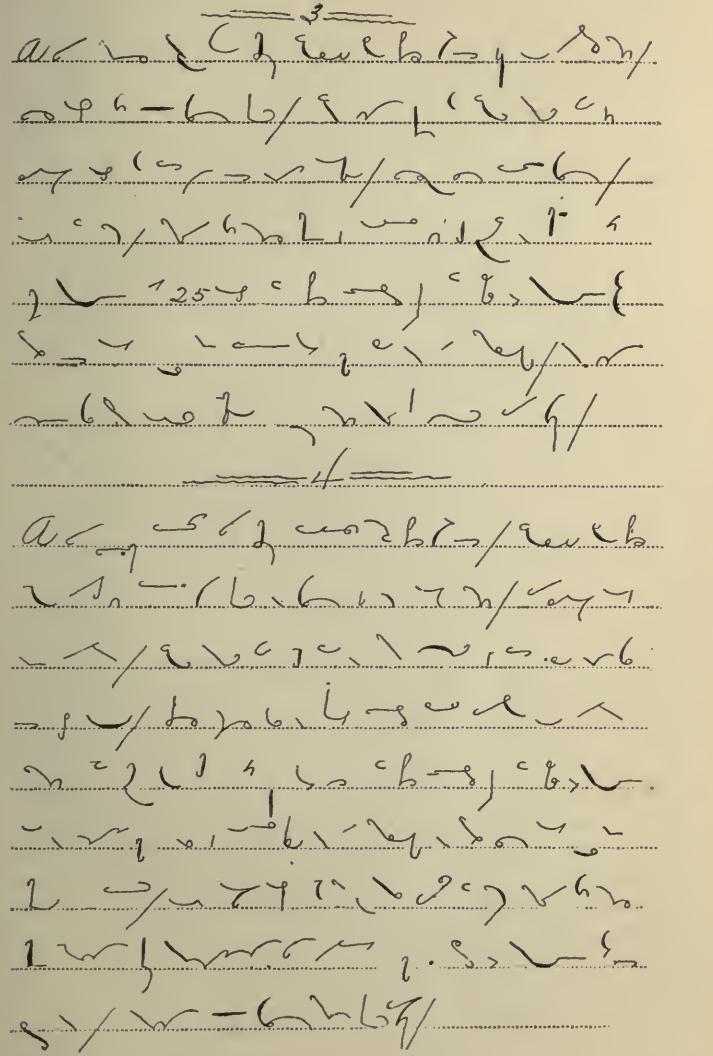
Dear Sir:

We enclose you herewith statement of your account. We have sent you several statements and have written you calling your attention to this matter, but have heard nothing from you. We are certainly entitled to a reply. We have been patient with you and do not want to appear impatient, but we cannot consent to let this account stand longer. It seems useless for us to continue the correspondence, since we received no reply from you, and we, therefore, have drawn on you to-day for the amount, with statement and correspondence attached, with instructions to the bank not to return the draft to us, but in case it is not paid on presentation, to place the same in the hands of an attorney for collection.

Now, in your own interest and that of our future business relations, we very much prefer that you remit us direct, and if you will do so by return mail, we will recall the draft and explain to the bank that the account has been paid.

Hoping you will give this matter prompt attention, we are,

Yours truly,



5.

A. C. McClurg & Co.,
Chicago, Ill.

Gentlemen:

We have yours of the 10th inst. and in reply will say the books have arrived to-day in good condition and we thank you for your promptness in filling the order. The time it took to get these goods was certainly short compared with the length of time it has usually required.

It has been some time since we have had an order from you. We are quite sure that you will find some of our books much more practical than some you handle. You will remember that we wrote you some time ago in reference to some religious books that we carry in stock.

Our regular prices are certainly not extravagant, but we are willing to make you a special discount in quantities.

Trusting to hear from you very soon, we are,

Yours truly,

6.

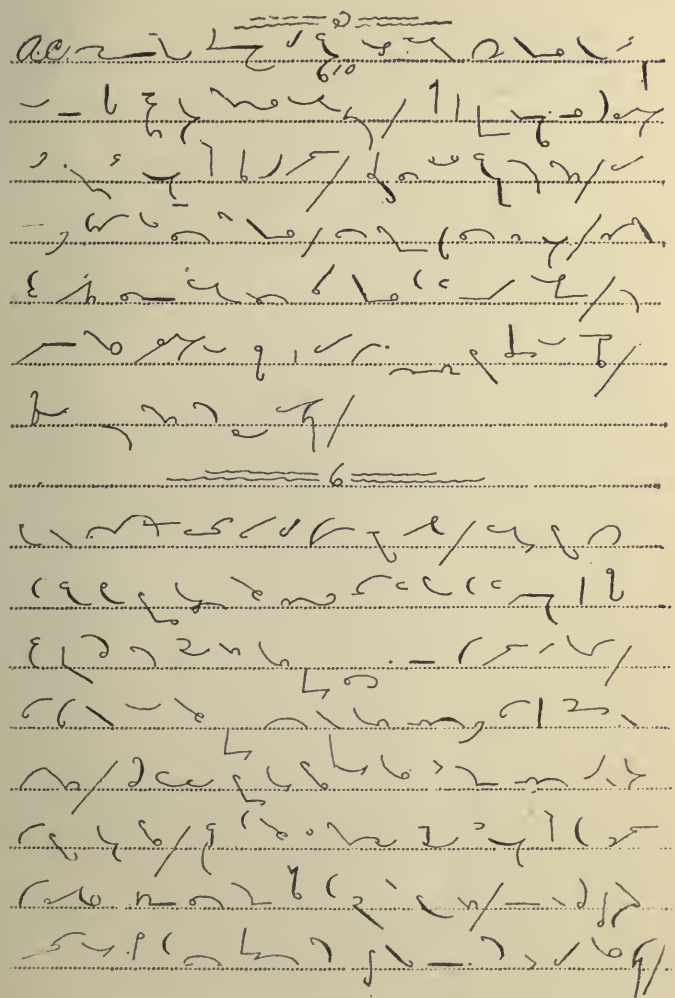
Mr. F. P. Miller & Co.,
Cleveland, Ohio.

Gentlemen:

Your letter and application received. In reference to the application will say that we have several applicants for the same position you mention, and, while we feel that we should give them due consideration, we think it would be wise, from what we know of you, for you to take the examination and get your record on file. We will then be in position to take the matter up for you, and you may be sure we will do what we can to help you.

There is only one applicant for the place in the office of the architect, and you may wish to file your application for that place. We do not think that position is permanent, and do not know what length of time they would require your services, but you would get some architectural ideas that would be of value to you.

Come to see us at once upon your arrival in the city, that we may talk the matter over at length before going over to the general offices. Yours truly,



Suggestion.

Expedients, and the outlines for days, months, cities and states arranged alphabetically, and common, frequent words arranged alphabetically, comprise the following Lesson XII. It is a good plan to read the shorthand plates until they can be read without referring.

LESSON XII.

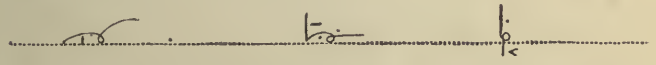
Omission of Consonants.

Omit "k" when the sound comes between *ng* and *s* or *z*. "P" when immediately preceded by *m* and followed by *t, sh, k, s.*

Anxiety, sanction, anxious, tempt, consumption, pumpkin.

Omit "T" when it comes between *s* and another stroke.

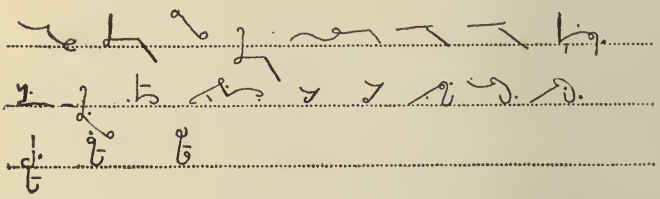
Mostly, domestic, destitute.



Any consonant may be omitted when it causes a tedious outline if its omission would not endanger legibility.

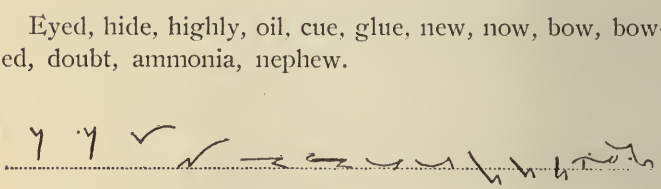
Investigation, describe, surprise, transcribe, manuscript, capable, capability, demonstrate, identical, trans-

pose, atonement, husbandman, intelligent, intelligence, restriction, infraction, refraction, destruction, construction, instructions.



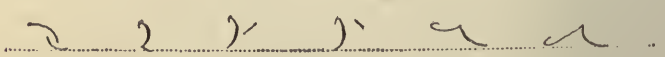
Vowel Signs Joined to Consonants.

Eyed, hide, highly, oil, cue, glue, new, now, bow, bowed, doubt, ammonia, nephew.



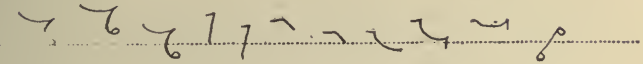
Word-signs written together:

Hereafter, thereto, thereon, thereof, whenever, wherever.



The position of a phrase-sign is usually determined by the second word.

In this, in these, in those, and it, and at, and of, and to, a few, and for a, and in a, as much as.



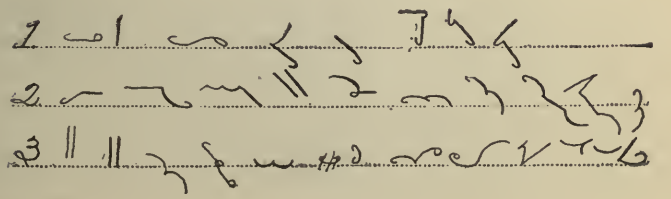
Omission of Words.

It is allowable to omit any word or words which must and which may readily be supplied to complete the sense.

1. Close of the day, one of the most, shall have been, to have been, cannot have done, I have been, which have been.

2. Word of God, kingdom of heaven, I intend to be, by and by, wise and good, more and more, over and over, over and above, rich and poor, through and through.

3. From time to time, from day to day, from hour to hour, from place to place, hand in hand, on the other hand, more or less, sooner or later, on the contrary, in the world, in conjunction with.



Days, Months, States and Cities.

1. Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, January, February, March, April, May, June, July, August, September, October, November, December, Thanksgiving, Christmas, Easter.

2. East, West, North, South, Northern, Southern, Eastern, Western, Northeast, Northwest, Southwest, Southeast, Republic, Democratic, Democracy, Atlantic, Pacific, Gulf, House of Representatives, Senate.

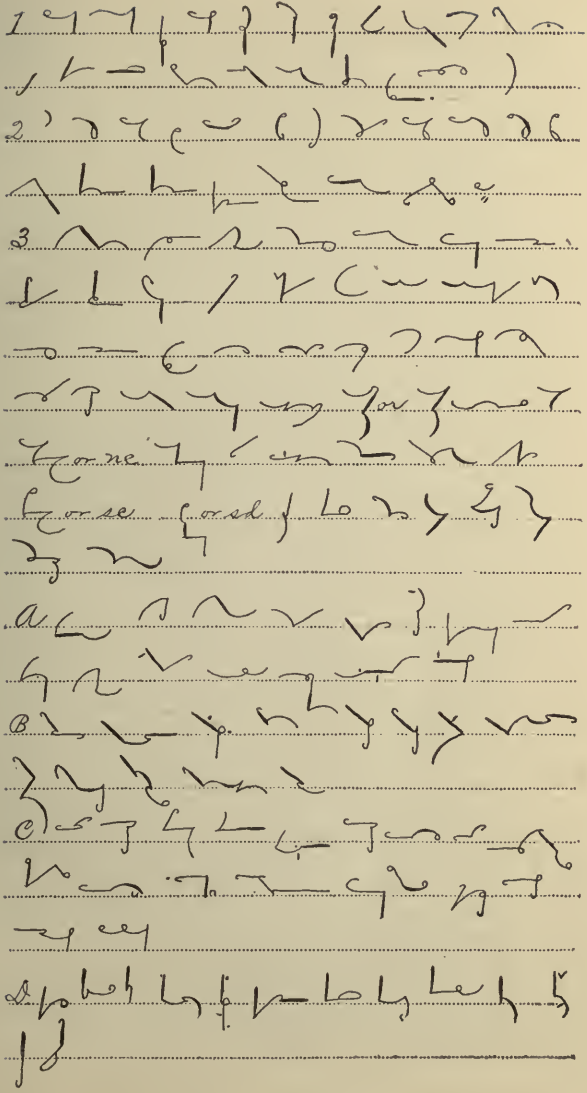
3. Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Idaho, Illinois, Indiana, Indian Territory, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming.

A. Allegheny, Alton, Albany, Aurora, Abilene, Austin, Atlanta, Akron, Alameda, Altoona, Auburn, Anderson, Amsterdam, Angola, Augusta.

B. Brooklyn, Bangor, Bay City, Baltimore, Boston, Bluffton, Boulder, Bowling Green, Bridgewater, Burlington, Beaver Falls, Birmingham, Buffalo.

C. Cleveland, Canton, Chillicothe, Chicago, Chattanooga, Clinton, Columbus, Cortland, Council Bluffs, Cedar Rapids, Columbia, Concordia, Cripple Creek, Colorado Springs, Charleston, Creston, Canon City, Cincinnati.

D. Dallas, Defiance, Detroit, Denver, De Soto, Durango, Dexter, Denison, Dickson, Dover, Dyer, Dayton, Dorchester.



E. Easton, Elgin, Elizabeth, Elmira, Everett, Elkhart, Evansville, Erie, Evanston, Edgerton, Edmond, Eldorado, Elpaso, Emporia.

F. Fayette, Fremont, Fort Wayne, Fort Madison, Fort Worth, Farmington, Freeport, Frankfort, Fall River, Fargo, Frisco, Fulton.

G. Gainesville, Great Falls, Galena, Gloversville, Grand Island, Germantown, Grand Rapids, Gibson, Gloucester, Greenfield, Greenville.

H. Harrisburg, Hastings, Hazleton, Halifax, Hartford, Houston, Hanover, Hamilton, Holyoke, Huron, Huntington, Hot Springs, Humboldt, Huntsville, Hannibal.

I. Iowa City, Independence, Indianapolis, Ithaca.

J. Jacksonville, Joplin, Jamestown, Janesville, Jackson, Jefferson, Johnstown, Junction City, Jersey City.

K. Kansas City, Kalamazoo, Kankakee, Knoxville, Kittanning, Kensington, Kaufman, Kirksville, Kingston.

L. La Crosse, Lebanon, Lafayette, Lansing, Lancaster, Logansport, Lexington, Lake Shore, Lawrence, Lincoln, Louisville.

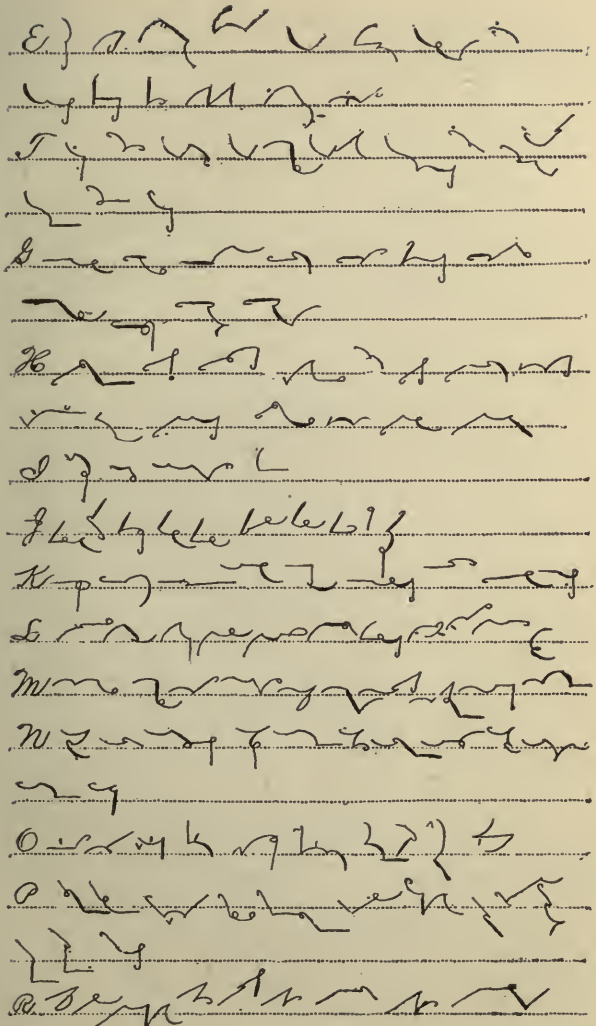
M. Memphis, Madison, Marion, Minneapolis, Manchester, Mobile, Manhattan, Martinsburg, Mankato, Milwaukee.

N. Nashville, Newport, Nebraska City, New York City, Newark, Northampton, Newburgh, Newcastle, New Orleans, Northfield, Norwalk, Norwood.

O. Oakland, Omaha, Oneida, Ottawa, Oil City, Ottumwa, Oswego, Orange, Oyster Bay, Oshkosh.

P. Pittsburg, Pacific, Palmyra, Parsons, Parkersburg, Patterson, Philadelphia, Pueblo, Port Huron, Plainfield, Paducah, Pontiac, Princeton.

R. Rochester, Racine, Randolph, Richmond, Riverside, Richland, Rockport, Rutland, Roxbury.



S. San Francisco, St. Louis, Salem, Seattle, Savannah, Sacramento, San Antonio, St. Joseph, Springfield, Spokane, Sherman, Saginaw, Sioux City, Syracuse, Stamford, Stevens Point, Stockton.

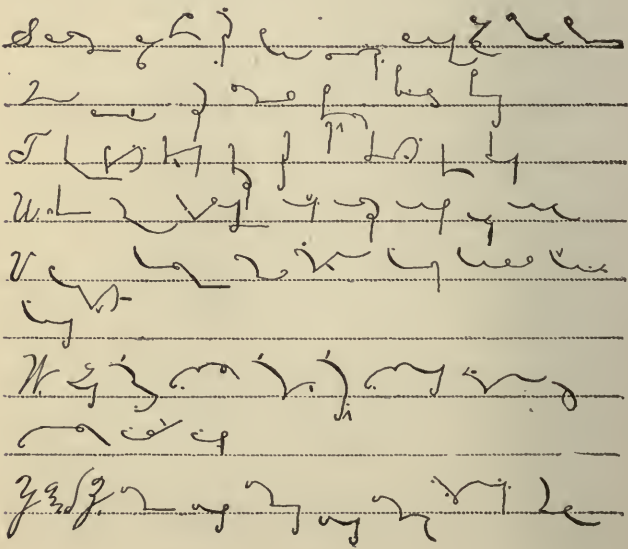
T. Topeka, Tallahassee, Terre Haute, Traverse City, Trenton, Troy, Tuscaloosa, Tampa, Towanda.

U. Utica, Urbana, Upper Sandusky, Unity, University, Union City, Underwood, Unionville.

V. Valparaiso, Vicksburg, Vernon, Verona, Victory, Vincennes, Vienna, Vinton.

W. Washington, Wabash, Williamsport, Waterloo, Watertown, Wilmington, Wheeling, Wooster, Wilkesbarre, Windsor, Winsted.

Y. & Z. York, Youngstown, Yorktown, Yankton, Yarmouth, Ypsilanti, Zanesville.



Frequent, Recurring Words and Phrases in Court Reporting and General Reporting.

If the following words and phrases be thoroughly learned, they will wonderfully increase the student's speed in writing and reading court testimony.

The shorthand notes in the plates following the selection of phrases, should be read over and over until they can be read without hesitation. This will so impress these phrase outlines on the mind that the speed in writing, after that, will be greatly increased.

These phrases are selected from matter taken in actual court work, and occur so very frequently that to write them without hesitation gives more time for that matter which is not so familiar.

Note.—This is for advanced work, and may be left until certain speed and accuracy is attained on ordinary letters.

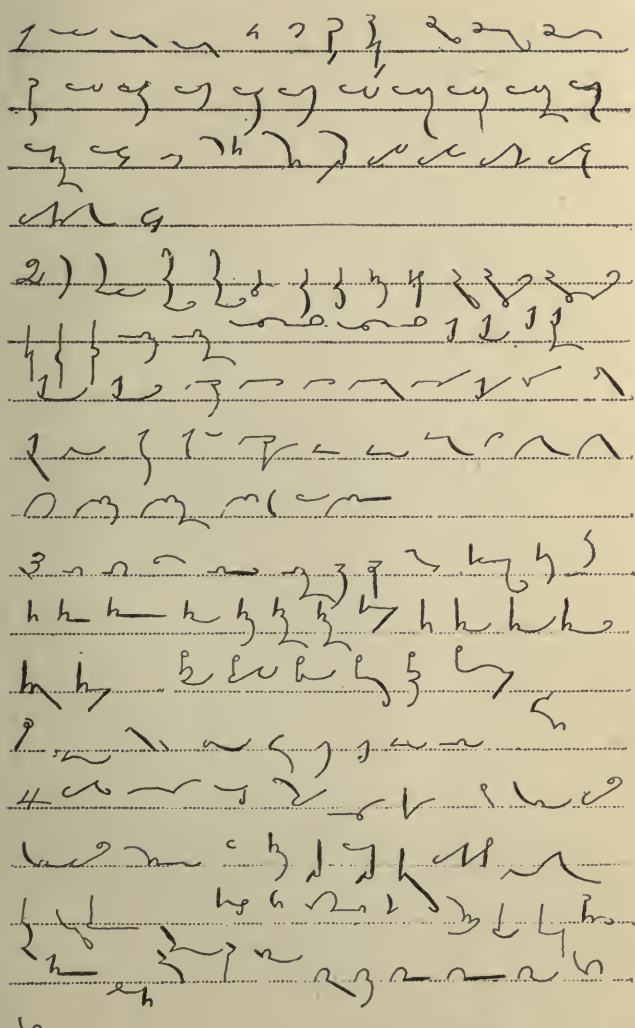
1. Anyone, anybody, nobody, on you, what you, what were you doing there, what was he doing there, what is your business, what is your occupation, what is your name, what time was it. When you, when I was, when he was, when I was there, when he was there, when you were, when you saw them, when you saw it, when you saw him, when was that, when did you see him, when were you there. Would you, why did you, why do you, why don't you. Where you, where were you, where was he, where were they, where do you live, were you there.

2. Was there, was there any one. There was none, there was no one. But there is, but there was, but there was not, but you say, but he said. To the best, to the best of your recollection, to the best of my recollection,

at the time, at that time, at what time, could you see, could you see him, in some cases, in similar cases. I do not, I do not know, I did not, I did not see him, I do not know whether, I do not know whether or not, I cannot say, I can, I cannot, I cannot remember, I cannot recollect, I do not recollect, I recollect, I remember, I do not remember, I know, I think so, I think not, I cannot tell, I could, I could not, I could have, will not, will have, will be, will say, will you see, will you see him, will you see them, when will you go.

3. And you, and you were, with him, and you gave, and you saw him, and he was there, and he said, and if the. Did he call your attention, did he say, he saw, did you, did you get, did you get there, did you know, did you say, did you see him, did you see them, did he acknowledge, do you, do you know, do you know whether, do you know whether or not, do you remember, do you acknowledge. State what you know, state where you were, state if you know, state whether or not, state what you saw, state your name and age, how old are you, what is your age, how many, objected to, younger, older, he was there, he was not, he could not, could you not.

4. Irrelevant, immaterial, incompetent, overrruled, counsel, duly, excepted, have you any, relations, have you any relation, are you, acquainted with. Did you say, down there, went down there, had he been there, where do you reside, how long have you lived there, it was about, half past 8, o'clock, about how many, did I understand, that you, I will ask you, is it the, are you sure, at any rate, at any time, what do you mean, how did you go, how soon did you, all the way, all the time, all you know, you would be, you would see, you would get, you



Writing Exercise.

Q. What is your name? A. James Johnson.

Q. What is your business? A. Secretary of the Famous Furniture Co.

Q. Where do you live? A. I now live in St. Louis.

Q. How long have you lived in St. Louis? A. Three years.

Q. Are you acquainted with the defendant? A. Yes, sir.

Q. Are you acquainted with the plaintiff? A. No, sir.

Q. State if you saw him at the time of this trouble? A. Yes, sir, and had seen him several times before.

Q. How old are you? A. Thirty-seven.

Q. What relation, if any, are you to the defendant? A. None.

Q. Where were you at the time the first shot was fired? A. I was about 150 feet away. I was on my way home.

Q. State where you were when you heard the last shot? A. I was standing in the same place.

Q. I will ask you to state whether or not, after this difficulty, any officer came? A. No, sir, not at once.

Q. State if you know whether or not any arrest was made? A. I think so. A short time afterward, but I was not present.

Q. Did you see him fire the first shot? A. Yes, sir.

Q. Did you see the plaintiff at the time the shot was fired? A. I did not, no, sir.

Q. Do you know whether any one else was present and saw the shooting? A. I know there were several there, but I do not know their names.

Q. How long have you been acquainted with the defendant? A. Five or six years.

Q. What is his occupation? A. Drummer.

Q. When you first saw him, did he have a gun? A. I suppose so.

Q. Don't you know? A. I did not see it at first, but I know he shot.

Q. What were you doing there? A. I was going home as usual.

Q. When you came in sight, he was ready and did shoot? A. Yes, sir, very soon after I saw him. I saw there was trouble there and stopped.

Q. Could you see the plaintiff from where you were? A. No, sir, not at first.

Q. Could you tell whether he had a gun or whether he was shooting? A. Yes, sir; I think he fired first. I could hear it, but could not see him.

Q. Was it dark? A. No, sir.

Q. Was it light? A. It was light, but late.

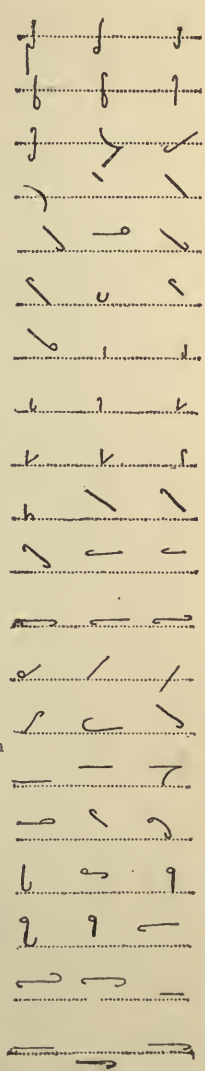
Q. What time was it? A. Half past 8 o'clock when I got home.

The following are the shorthand notes of the preceding "Writing Exercise" and should be repeatedly written and read. Write it from dictation at a slow rate of speed, making your notes as nearly perfect as possible, and alternately write it at the highest possible speed that you can reach. Read your fastest writing and note errors if any, then improve on it.

Vocabulary and Dictionary.

a
able, able to
abundant-ly-
accept [ance
acceptance
accident-al
accordingly
account
addition-al
advance-d
advancement
advantage
advertise-d-r-
advise [ment
after
again
against
all
all the
all their
all there is
alone
along
am
am not
amount-ed
an
and
and all
and are
and of
annual-ly
another
any
appear
appearance
appliance
applicant
application
apply
applied
appreciate
are
are not
arrive-al
as
as has
as is
as it
as not
assist-ed-ance
assure
assured
astonish-ed-
at [ment
attend
attention
at all
at all times
at one

at one time
at once
at hand
at first
at least
at our
at our own
average
aware
away
awe, already
be
been
because
before
believe-d
beyond
build-ing
business
but
but not
but if
but are
but the
but should
but he
but will
but you
by
by our
by our own
call
called
can
care
careful-ly
certain-ly
change-d
charge-d
children
color-ed
combine-ation
come
common
commonly
commonest
complete-d
concern
conditional
consequent-ly
consider-able
consideration
considered
correct-ed
correction
corrective
could
country
countryman
countrymen



dear
deliver-ed
delivery

determine-d
determination
did not

did you [ence
differ-ed-ent-
difficult-y

discharge
do
do not

do you know
do you remember
do you recollect

dollar
done
down

during
each
either

end
entire
equal-ly

establish-ed-
even [ment
ever

every, very
examine-ation
examined

exist
expect-ed-ation
expense

experience
experienced
explain-ation

express
expressed
extent

extensive-ly-
fact [ness
favor

feel
few
fill

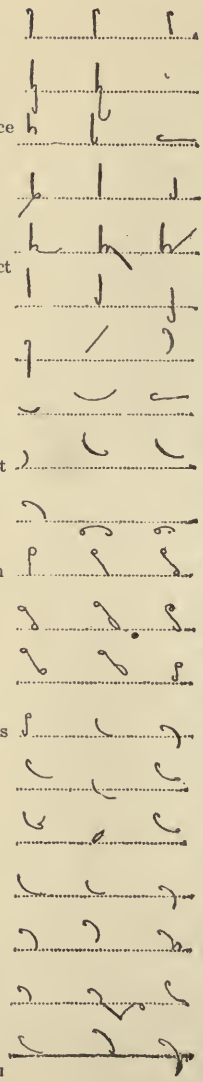
finished
first
follow

for
for it
for our

from
form-ed
from you

freight
freight bills
full

fully
furnish-ed
further, farther



future
gave
general-ly

gentleman
gentlemen
give-n

gives us
God
good

goods
great
happy

happiness
happen
has

has it
has not
have

have been
having been
having the

having their
he
he can

he cannot
he could
he has

he is
he may
he should

he should not
he was
he will

he would
heard
her, hear, here

hers, herself,
high
him

his
hope
however

hundred
I
I am

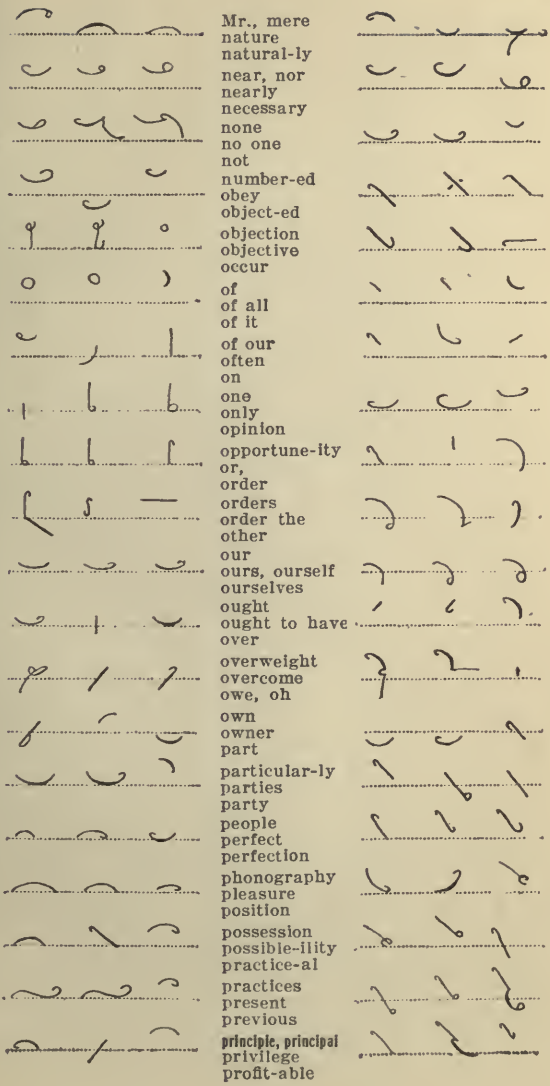
I can
I cannot
I did

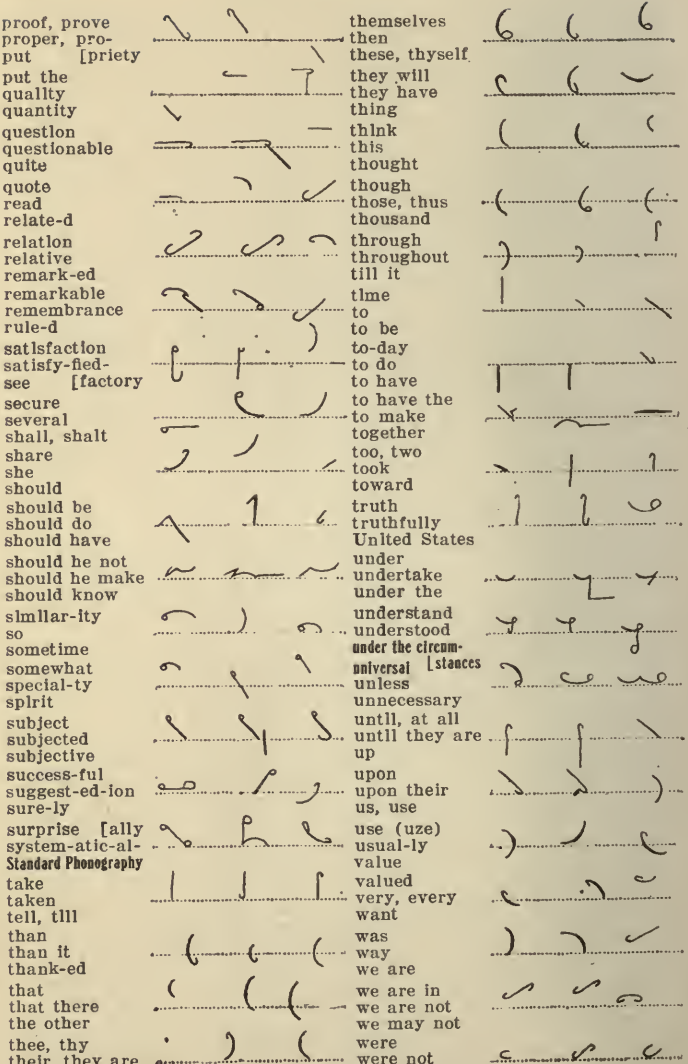
I did not
I do not
I had

I had not
I had been
I have

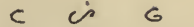
I shall
I will
if

if it
immediate-ly
important

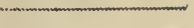

impossible-ility
improve-d-
him [ment
in all
influence
influences
influenced
in reference (to)
inform
information
in our
in order
instruct-ed
instruction
is
is as
is his
is it
is not
issue
it
it had
it is
it is as
its
itself
it will
it will be
it will not
kingdom
know
known
none
no one
it would
language
last us
large
larger
largest
little
long
longer
longer than
Lord
made
man
manner
matter
may
may not
may be
member
men
mention
mentioned
mind
more
much
my
Mr., mere
nature
natural-ly
near, nor
nearly
necessary
none
no one
not
number-ed
obey
object-ed
objection
objective
occur
of
of all
of it
of our
often
on
one
only
opinion
opportune-ity
or,
order
orders
order the
other
our
ours, ourself
ourselves
ought
ought to have
over
overweight
overcome
owe, oh
own
owner
part
particular-ly
parties
party
people
perfect
perfection
phonography
pleasure
position
possession
possible-ility
practice-al
practices
present
previous
principle, principal
privilege
profit-able


proof, prove
proper, pro-
put [priety
put the
quallty
quantity
question
questionable
quite
quote
read
relate-d
relation
relative
remark-ed
remarkable
remembrance
rule-d
satisfaction
satisfy-fied-
see [factory
secure
several
shall, shalt
share
she
should
should be
should do
should have
should he not
should he make
should know
simllar-ity
so
sometime
somewhat
special-ty
spirit
subject
subjected
subjective
success-ful
suggest-ed-ion
sure-ly
surprise [ally
system-atic-al-
Standard Phonography
take
taken
tell, tlll
than
than it
thank-ed
that
that there
the other
thee, thy
their, they are
them, they
themselves
then
these, thyself
they will
they have
thing
think
this
thought
though
those, thus
thousand
through
throughout
till it
time
to
to be
to-day
to do
to have
to have the
to make
together
too, two
took
toward
truth
truthfully
United States
under
undertake
under the
understand
understood
under the circum-
universal [stances
unless
unnecessary
until, at all
until they are
up
upon
upon their
us, use
use (uze)
usual-ly
value
valued
very, every
want
was
way
we are
we are in
we are not
we may not
were
were not
were you

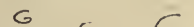
we were, we would
we were not
we were to have



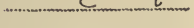
we were of
were we
well



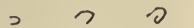
what
what you
what you have



what we
what would
whatever

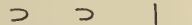


where
where were
where were you



where you were
whether
which

whichever
which will
which will not



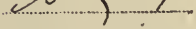
which were
which would, which
which are [had

while, we will
who, whom
whole

whoever, who have
who will
why

will, will
will not
wish

wishes
with
within

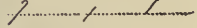


without
with what
with you

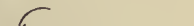
work-ed
world
word

would
would we
would you

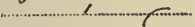
ye
years
yet



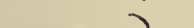
you [would
you were, you
you would have



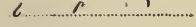
you should
your
yours, yourself



yourselves
your own
your own time



you will
you must
you can



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